An Introduction to ActivInspire (Studio)

Exploring ActivInspire Studio

What you see when you first run ActivInspire Studio depends on whether you have ActivInspire Professional or Personal.

Where appropriate, we show you both in this illustrated tour:

- Dashboard
- ActivInspire window
- Main Toolbox
- ActivInspire's Browsers
- Viewing a flipchart
- Managing multiple flipcharts
- Authoring at your computer
- Presenting at the board
- Collaborating at the board
- Exploring tools
- Most often used tools

Welcome to ActivInspire

ActivInspire is the new teaching and learning software from Promethean for computers and interactive whiteboards

With ActivInspire you can:

- Teach as with a traditional chalkboard, vary the pace of your presentations and deliver practical training sessions.
- Write and draw, then erase, just as you normally would.
- Save your pages as a flipchart file, then retrieve them for use with a different class, or in another classroom.
- Add pictures, movies and sounds to your lesson's flipchart pages.
- Quickly structure your lesson content and timing to match your lesson plan.
- Add text, for example from Microsoft Word®, or directly from the Internet. ActivInspire can even recognize your writing and convert it to text.
- Use Learner Response Systems - ask your students questions, or display prepared questions in your flipcharts. Students can vote or text answers on ActiVote and ActivExpression devices and the results can be displayed in different formats.
- Quickly adapt your flipcharts in response to results from your class, or in line with syllabus

requirements.

- Use simple but effective tools to stimulate thought, engage your students and focus their attention.

A tour of ActivInspire

This section is for new users and current users of Activstudio and Activprimary software. It contains some introductory topics, and takes you on a tour of ActivInspire Studio and ActivInspire Primary:

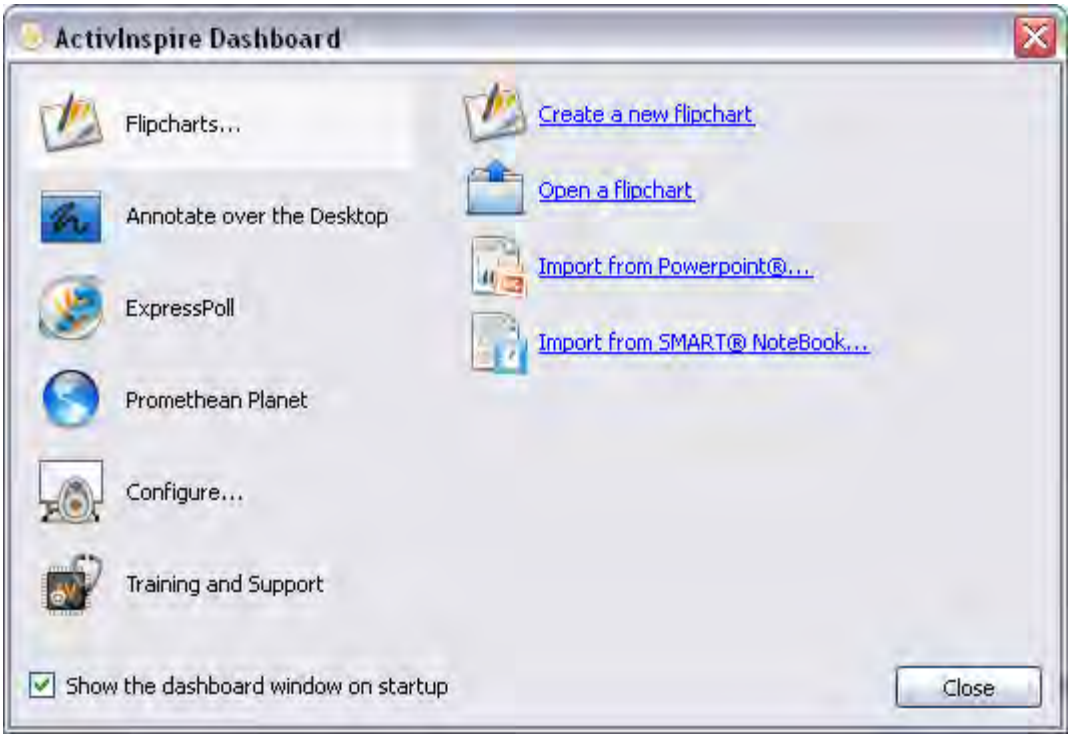
- One application, two products
- About flipcharts
- Exploring ActivInspire Studio
- Exploring ActivInspire Primary

Dashboard

When you run ActivInspire, after choosing your initial preferences, the first thing you see is the Dashboard.

The Dashboard contains shortcuts to flipcharts and useful tools to save you time.

The Dashboard will remain open until you close it.



If you uncheck the 'Show the dashboard window on startup' box, the Dashboard will not open next time you run ActivInspire.

ActivInspire window

When you run ActivInspire, the ActivInspire window opens behind the Dashboard.

What this window looks like depends on several things:

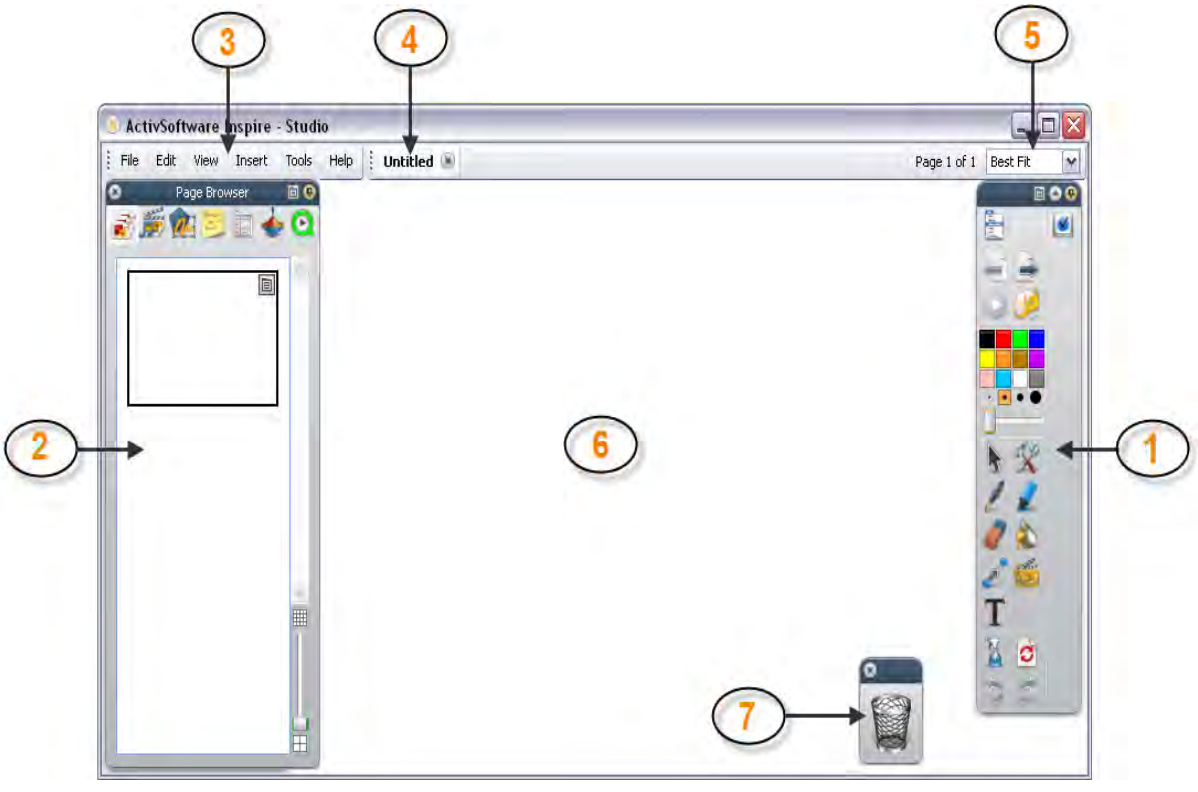
- Your preferences at startup.
- Whether you are using ActivInspire Professional or Personal.
- Whether you have customized any of its components.

Here we introduce the main components of the ActivInspire window for ActivInspire Professional and ActivInspire Personal.

ActivInspire Professional

The following picture shows a thumbnail of the ActivInspire Professional window. The list on the left identifies each numbered component:

1. Main Toolbox
2. Browser
3. Menubar
4. Flipchart name
5. Sizing details
6. Flipchart page
7. Trashcan



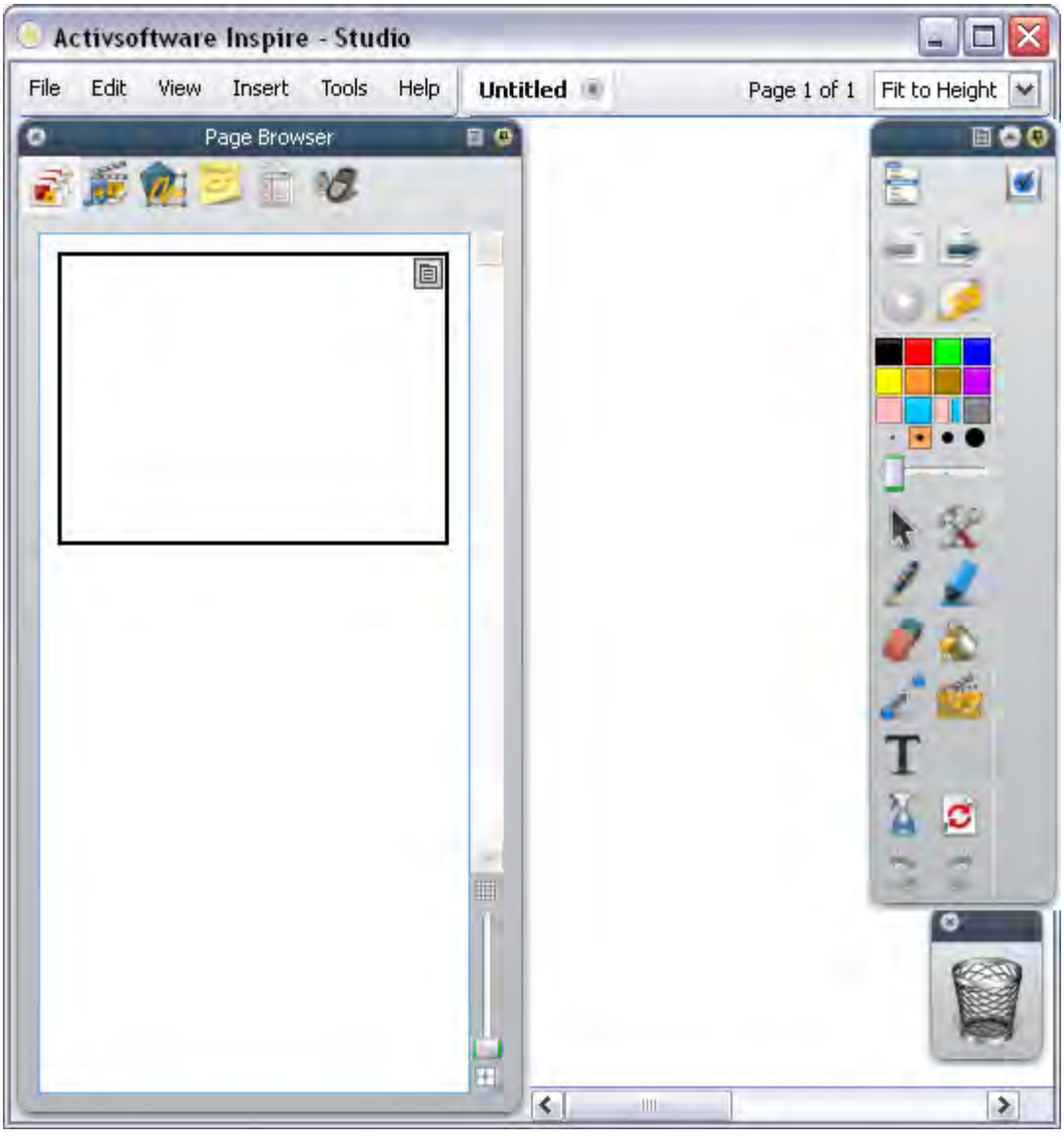
Back to top

ActivInspire Personal

The following picture shows a thumbnail of the ActivInspire Personal window.

ActivInspire Personal does not give you the same range of tools and Browsers as ActivInspire Professional. For example, it does not include the

Shape Tool and the Action Browser .



Back to top

Tip

Look for these small icons at the top of Browsers, Menus and Toolboxes. They allow you to quickly customize an item's behavior:

Toolbox Options	Select from a drop-down menu where the item should be located and how much of it should be visible.
Roll Up	A toggle switch to roll the item up so it takes up less space, or to unroll it again.
Pin Toolbox	A toggle switch to pin the item in place. This prevents it from automatically hiding, or from being moved accidentally.

To move an item, click in the dark blue area along its top edge and drag and drop it where you want it.

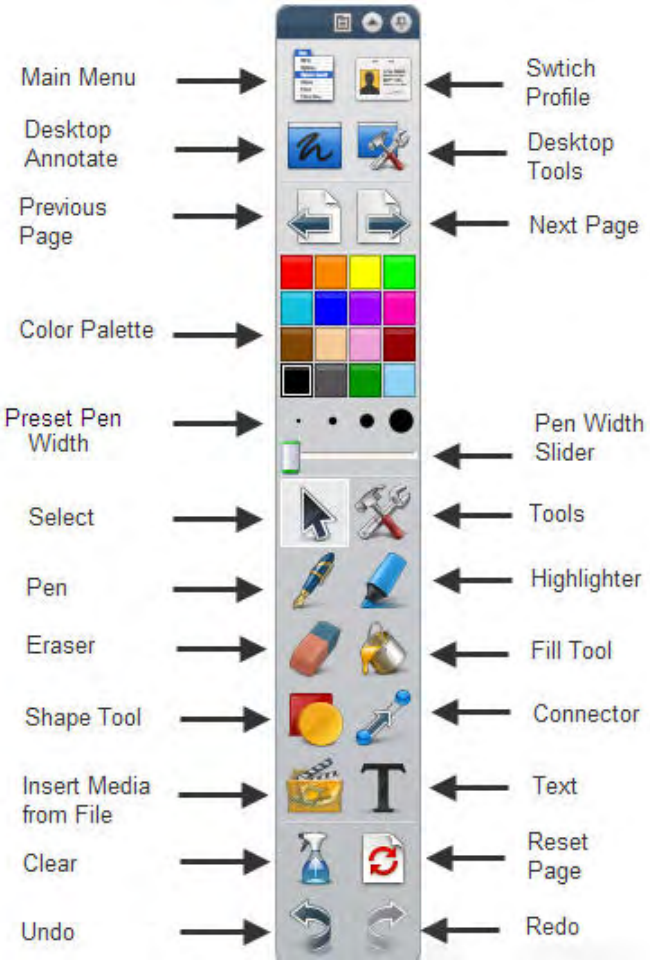
Next time you run ActivInspire, it will remember your preferences.

Back to top

Main Toolbox

The Main Toolbox opens on your display when you start ActivInspire. When you start ActivInspire for the very first time, the toolbox contains a set of the most popular tools.

The items in the Main Toolbox are just a selection of the many tools available. You can access a large range of additional tools from the Tools Menu. Next time you start ActivInspire, it will remember where you left the toolbox last time and which tools it contained.



Preferences

You can keep the default toolset, remove tools, or replace some or all of them with other tools. You can define your preferences in a profile and save them when you are satisfied.
You can create as many profiles as you need and quickly switch between them with the

Switch Profile icon.

For details of how to customize profiles, see Making Profiles work for you.

Back to top

Show

ActivInspire's Browsers

This section introduces ActivInspire's Browsers.

What is a Browser?

A flipchart can have many pages and elements, each with a range of characteristics and properties.

ActivInspire makes working with these characteristics and properties simple, by providing a Browser for each major area.

The Browsers allow you to see at a glance:

- What's already included in your flipchart.
- What else you could add or customize.
- How to do this.

Use the Browsers to quickly build, refine and enhance your own and other people's flipcharts.

Each Browser:

- Is structured to give you clear and detailed information about the area you are browsing.
- Has its own Popup Menu and/or set of icons to help you work effectively with your flipchart.

In addition, you can make the Browser wider or narrower and adjust the level of detail you can see to suit your needs.

What Browsers are there?

There are seven Browsers in ActivInspire:

- Page Browser
- Resource Browser
- Object Browser
- Notes Browser
- Property Browser
- Action Browser
- Voting Browser

Viewing a flipchart

When you open a flipchart, the Page Browser shows thumbnails of the pages in the flipchart and the work area in the ActivInspire window shows the first page of the flipchart.

Here we describe five easy ways to view a flipchart:

- View one page at a time
- Preview several pages at a time
- Increase and decrease the page size
- Zoom in and out
- Pan around the flipchart

View one page at a time

Two ways to view one page at a time:

- Click on the Next Page and Previous Page icons.
- From the View Menu, select Next Page or Previous Page.

You automatically insert a new flipchart page when you click on the Next Page icon on the last page of a flipchart.

To prevent unwanted pages at the end of your flipcharts, always add an indicator to the last page. This could be a shape, a picture, or a simple "The End".

Preview several pages at a time

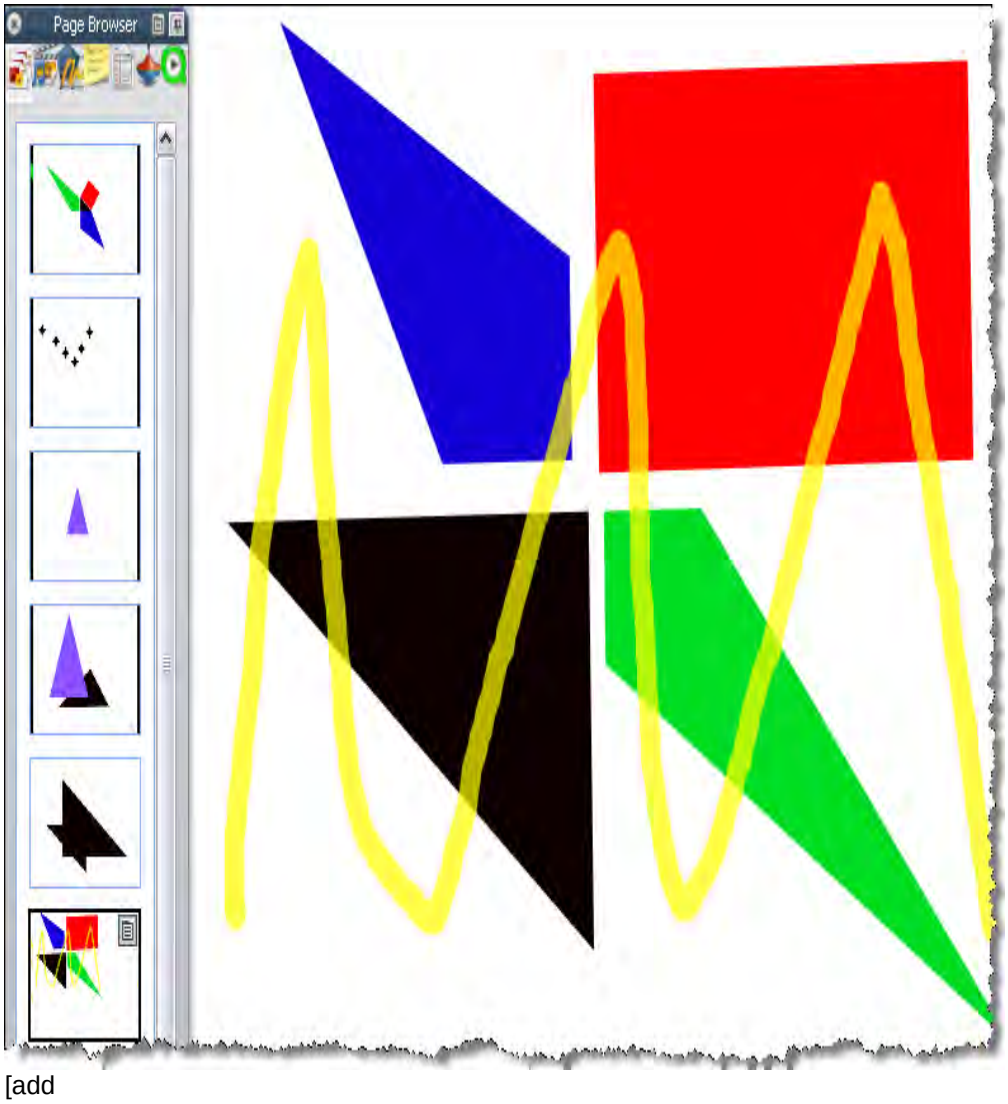
You can increase or decrease the size of the thumbnails you see in the Page Browser. The smaller the thumbnails, the more pages you can preview at a time.

Two ways to preview several pages:

- Click and drag the edge of the Page Browser, or use the slider at the bottom right-hand side of the Page Browser to change the size of the thumbnails.
- Move the slider at the top right-hand edge of the Page Browser pane down or up to scroll past thumbnails of the pages in your flipchart. Then click on the thumbnail of the page you want to see.

Example

The picture on the right shows all the pages in the currently open flipchart as thumbnails in the Page Browser. You can see, in both the Browser and the work area, that the last page is the current page.



[add

Back to top

Increase and decrease the page size

By default, ActivInspire is set to scale the complete flipchart page into the ActivInspire window. This is termed 'Best Fit'. You can easily change this with the drop-down menu at the top right-hand corner of the window.

Click the down icon, then select a setting to suit your needs. If you cannot see the down icon, click the >> icon.

Welcome to the World!

If you select a setting that is smaller than 100%, the size of the flipchart page will be proportionally reduced in the ActivInspire window.

This opens up an area around the flipchart page called the World. You can use the World like a blotter, to position objects temporarily outside the boundary of the flipchart page, for later use. These objects can then remain hidden when the page is scaled to fit the ActivInspire window. For example

things you don't want to make visible to your students, or items you want to reveal at a certain point in a lesson.

Zoom in and out

You can use Page Zoom to magnify or shrink what you see on the flipchart. Page Zoom does not change your flipchart, it only affects how the flipchart is viewed.

Zoom in

1. From the View Menu, select Page Zoom
2. Click on the page and wait for a moment. The zoom begins and continues until you release the ActivPen or mouse button.

Page Zoom is now in the Quick Access Toolbar.

Zoom out

With Page Zoom selected:

1. Right-click on the page.
2. Hold the right-click button down.

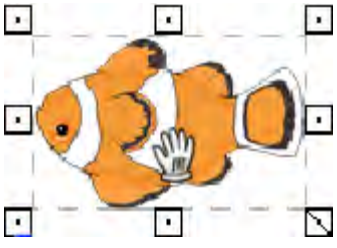
If you double-click on the page while Page Zoom is selected, the Page Scale returns to Best Fit.

Pan around the flipchart

When you have zoomed in on a flipchart to the point where the flipchart page is larger than the ActivInspire window, you can no longer see the whole flipchart page at once.

In this situation you can pan around the page in one of two ways:

- Use the vertical and horizontal slide bars that appear around the page
- Use Page Zoom. Notice that when this tool is selected, as you move the cursor over the page, a small hand icon is displayed. If you now click on the page and drag, you can pan around the page to bring other areas into view. Note that this behavior also applies when you are zoomed out of the page.



Back to top

Managing multiple flipcharts

Every time you open or create another flipchart, a new Document Tab appears in the Document Bar. You can work with an unlimited number of flipcharts at the same time.

To move from one flipchart to another, click the Document Tab of the flipchart you want to work on. This becomes the current flipchart.

The name of the flipchart appears in bold in its Document Tab. To close the flipchart, click on .

Authoring at your computer

When you are working at your computer, you need easy access to a range of tools for lesson preparation.

The quickest way to achieve this is to switch to the 'Authoring' profile provided with ActivInspire:

Click on Switch Profile and select the Authoring profile from the drop-down list.

Alternatively, you could experiment with your favourite combinations of tools and settings, then save them to a profile.

For more information about creating and working with profiles, see Making profiles work for you.

Presenting at the board

When you are presenting at the board, you need easy access to a range of presentation tools. You want to maximize the available space and minimize distractions.

Here are some ways to achieve this:

- Set the display to Fullscreen Mode (F5).
- Hide menus.
- Pin or dock the Main Toolbox.
- Add tools you intend to use, such as the Math Tools, Spotlight, Dual User, or Tickertape to the Main Toolbox before the lesson.
- Remove any tools that you know you don't need from the Main Toolbox.
- Enable interactive elements, such as actions or links.
- Hide action objects.
- Open the Page or Resource Browser.
- Show the Trashcan.

Experiment with your favorite combinations of tools and settings, then save them to a profile.

Alternatively, click on Switch Profile and select the At The Board profile from the drop-down list.

For more information about:

- Presenting at the board, see Working at the board.
- Creating and working with profiles, see Making profiles work for you.

Collaborating at the board

There are many ways in which you can encourage your students to work together at the board. Usually this means they have to take turns with the ActivPen.

ActivInspire takes collaborative working a step further by allowing two people to work interactively with the same flipchart. We call this way of working 'Dual User' mode, because each collaborator uses their own ActivPen and ActivInspire toolbox to work on the ActivBoard.

- Only the teacher can enable Dual User mode.
- Starting Dual User mode enables the Dual Toolbox, which contains a subset of the tools available in the Main Toolbox.
- The person using the Dual Toolbox can only work on the current flipchart page.
- Only the user of the Main Toolbox has full access to all ActivInspire's functions.
- The Dual Toolbox remains under the control of the person who is using the Main Toolbox.
- Access to the Dual Toolbox can be revoked from the Main Toolbox at any time.

You need ActivInspire Professional to use Dual User mode.

Tips for working in Dual User mode

Here we have compiled some quick tips to spark your creativity when working in Dual User mode.

Two ActivPens are better than one

Encourage students to work towards one goal. Make sure students are constantly communicating and sharing with each other. This could involve working out a puzzle or pooling knowledge to answer questions on the ActivBoard.

Swap roles

Swap roles half way through the activity so one student doesn't get trapped in an area they do not know well.

Teacher back up

The teacher can keep control of the Main Toolbox, annotating students' work as they come out to the ActivBoard, to help boost students' confidence.

A new workspace

Dual User mode opens up a space where two students can work, together or individually, at the ActivBoard, making the ActivBoard a workspace in itself.

Constructive pairwork

Pair a stronger student with a weaker student. The stronger student teaches the weaker student. The weaker student strengthens the stronger student's knowledge.

Joint presentations

Encourage students to create presentations in pairs, so they can discuss which role to perform and how they can work together at the ActivBoard.

Encouraging creativity

Two groups can now write their ideas on the ActivBoard at the same time. By seeing the other group's ideas, students can inspire each other, helping their creativity.

Taking roles

Give students different roles to perform at the ActivBoard, so they can see the results of effective teamwork. For example, one person could be in charge of text whilst the other is in charge of images.

Appreciating another point of view

Two points of view can be displayed and discussed, simultaneously at the ActivBoard. Students can then identify where ideas overlap and diverge.

Encourage clear thinking

The class reads instructions to two students working back to back, to see whether both students understand the instructions in the same way.

For more details, see Working in Dual User mode.

Exploring tools

ActivInspire includes many tools to help you create engaging lessons to captivate your audience and to add interest while working at the board.

The Main Toolbox contains the most popular tools and more tools are available from the Tools Menu.

Here, we describe just a few of the fun tools for you to explore:

Sound Recorder	This tool allows you to capture sound to a file for inclusion in your flipchart. For example, you can create sound clips and link them to words, to help your students pronunciation, or capture sound while making a screen recording with the Screen Recorder .
Screen Recorder	This tool allows you to capture whatever happens on screen to a video file (.AVI), which you can keep in your flipchart, or save to a resources folder and replay as often as required.
Tickertape	A presentation tool that allows you to create a message that scrolls like a tickertape across the top of the board. You can stop, start and change it at any time.
Clock	A clock for use during a lesson, for example, to teach your learners the time, or to use as a stop watch or count down for timed activities.
Camera	This tool allows you to take an instant snapshot of what's on the screen and place it in your flipchart, the clipboard, or into the My Resources or Shared Resources folder. A range of options allow you to tailor the size and shape of the snapshot to your needs.
Open Flipchart	A shortcut to the 'Open flipchart' Dialog Box, which you can use to navigate to and open flipcharts.
Revealer	A fun tool for hiding and revealing areas of the flipchart page! Great for guessing games and for rekindling flagging interest.
Dual User	A tool for collaborative working at the board. It enables a second toolbox which can be used by a learner to write, draw, select, fill and connect objects on the board.

Tools remember their settings. When you switch tools, each one remembers your last choice. For example, the Pen and Highlighter remember their color and width settings.

Most often used tools

While you are working with ActivInspire, the Toolbox Shortcut Bar on the right of the Main Toolbox gradually fills up with icons. ActivInspire automatically places your Most often used tools there, so that they are easily accessible.

In the picture on the right, the Toolbox Shortcut Bar includes some of the tools you explored in the previous topic.

To see a description of a tool, click on the link:

Annotate Over Desktop

Screen Recorder

Sound Recorder

Revealer

Page Zoom

Camera

One application, two products

Previous generations of Promethean software made you choose between Activstudio and Activprimary software. The good news is, this is no longer the case in ActivInspire.

To quickly get you started with ActivInspire, you choose your preferred look and feel when you first run the application. ActivInspire tailors your tools and screen layout according to your choice. Whichever one you choose, you get the benefit of ActivInspire's powerful features.

Your choices are:

- Promethean Activstudio
- Promethean Activprimary
- Other Applications, such as Powerpoint®

Once you are up and running, you can customize ActivInspire even further, then save all your preferences as a profile for future use. For more information, see Making profiles work for you.

In this help file, we concentrate on showing you how to work with ActivInspire Studio and ActivInspire Primary.

About flipcharts

A flipchart is the large rectangular work space in your ActivInspire window, where you create lessons.

A few facts about flipcharts:

- When you launch ActivInspire, a blank flipchart opens, ready for your input.
- Flipcharts can include a vast range of objects, shapes and interactive features, including sounds, animations and actions.
- You can work with as many flipcharts at the same time as you wish.
- Each flipchart opens within its own tab in the ActivInspire window.
- You can quickly move back and forth between flipcharts using the document tabs.
- A flipchart can contain as many pages as you like.
- You can also create desktop flipcharts, where you annotate either the live desktop, or a snapshot of the desktop.
- Flipcharts created with ActivInspire have the file extension .flipchart.
- You can convert any flipcharts created with earlier versions of Promethean software (version 2.0 and later) to the new file format.

You can open flipcharts created with Activprimary and Activstudio in ActivInspire. Once you save these flipcharts in ActivInspire, you cannot open them in Activprimary or Activstudio.

Exploring ActivInspire Primary

What you see when you first run ActivInspire Primary depends on whether you have ActivInspire Personal or Professional. Where appropriate, we show you both in this illustrated tour:

- Dashboard
- ActivInspire window
- Main Toolbox
- Pen Tray
- ActivInspire's Browsers
- Viewing a flipchart
- Managing multiple flipcharts
- Authoring at your computer
- Presenting at the board
- Collaborating at the board
- Exploring tools
- Most often used tools

Making profiles work for you

ActivInspire has a carefully thought-out range of default menus, settings and behaviors that give you consistent results every time you work with flipcharts.

However, what you get may still not be exactly what you want. If you have used creative software before, you may be familiar with changing settings and options to suit your needs. In ActivInspire we call this creating a profile.

See for yourself in:

- About profiles
- Creating and switching profiles

Page Browser

This Browser helps you to quickly put together the foundations of your flipchart.

Use the Page Browser to:

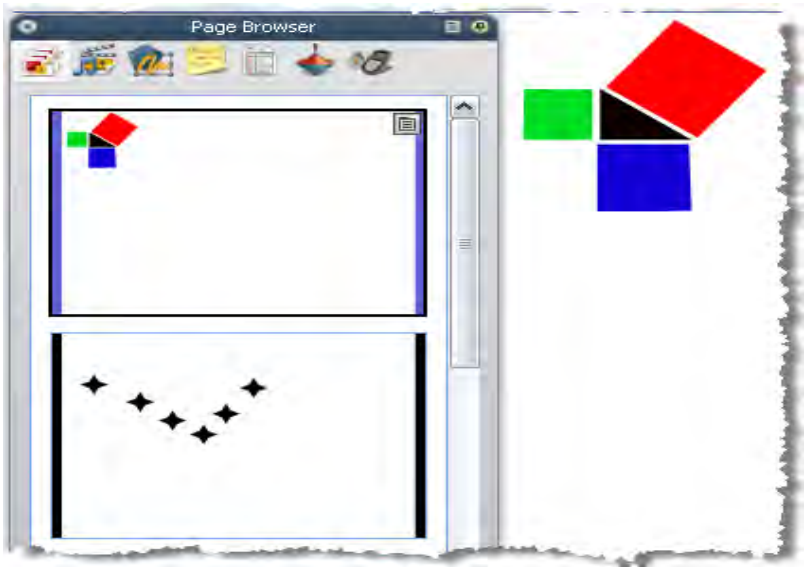
- View the entire flipchart as page thumbnails.
- Navigate flipchart pages.
- Set the backgrounds and grids for pages.
- Organize your flipchart pages using drag and drop reordering, in addition to Cut, Copy, Delete and Duplicate commands.

Example

The picture on the right shows a flipchart that contains multiple pages.

The Page Browser is open and shows thumbnails of the first two pages in your flipchart. The Popup Menu icon in the thumbnail indicates that this is the current page. This means you can select an item or area on that page and work with it.

To display another page, click on its thumbnail.



Resource Browser

This browser helps you to quickly view, navigate and use the resources provided with ActivInspire to enrich your flipcharts. The Resource Library contains a huge range of games and activities, annotations, assessments, backgrounds, concept maps, images, shapes, sounds and other items too numerous to list.

You can easily extend the library with your own and other people's resources and add resource packs from the Promethean Planet website on www.prometheanplanet.com, or from our partners.

Use the Resource Browser to:

- Quickly navigate to and view all the resources in a particular folder, for example My Resources, Shared Resources or other locations on disk or on the network.
- Display thumbnails and filenames of selected resources in the browser.
- Drag and drop resources such as page templates, activity pages and question pages from the browser into your flipchart.
- Drag and drop your own creations from a flipchart page into a folder in the Resource Library.
- Change the transparency of a resource in your flipchart.
- Use the Rubberstamp to quickly create multiple copies of a resource in your flipchart.

Example

By default, the Resource Browser opens the Shared Resources folder. All resources provided with ActivInspire are organized by category and stored in clearly named folders.

The picture on the right shows some of the resources in the Shared Resources folder.

Click on the icons at the top to browse the following for resources:

- My Resources
- Shared Resources
- Another resource folder
- Another folder on your computer
- Promethean Planet

The pane at the top of the Browser shows the folders. Its Popup Menu allows you to import and export Resource Packs.

The 'Import' function is only available from the Popup Menu for the top level folder.

The pane at the bottom shows thumbnails of the resources in that folder and their filenames.

From there you can:

- Change the size and layout of the thumbnails of the resources
- Insert resources from the Resource Library into your flipchart
- Delete resources from the Resource Library.

The area between the two panes shows the number of items in the currently selected folder.

It also contains two useful tools for copying and changing resources:

Toggle Transparency lets you make the background color of an image resource transparent at the time you drag it onto the page.

Rubberstamp lets you quickly insert multiple copies of a resource into your flipchart.

Back to top

Object Browser

Here we introduce objects and the Object Browser:

- About objects
- About layers and stacking
- View objects
- Work with objects
- Example

About objects

In ActivInspire, everything you add to a flipchart is an object of one kind or another. For example, if you write something with the Pen, draw a shape, add a picture, or add a link to a sound file, each of these items is an object. You can add many different types of objects to a flipchart. The Object Browser helps you to keep track of the number and types of objects in your flipchart and to quickly get to grips with objects in a flipchart created by somebody else.

About layers and stacking

The Object Browser shows details of the objects on the current page. Although a page is flat, a flipchart page actually has four layers! These are like transparent sheets which only contain certain object types unless you move objects from one layer to another. Within a layer, you can stack objects on top of each other.

By default:

This layer...	Contains...
Top	Annotations: anything you draw with the Pen, Highlight, or Magic Ink, a secret weapon which we introduce later.
Middle	Images, shapes and text objects.
Bottom	Anything you draw with the Connector, but you can also drag and drop other objects onto this layer.
Background	Backgrounds, grids and page color.

By selecting objects listed in the Object Browser you can drag and drop them between the first three layers in the Browser, but not the background layer. This directly alters their layering on the flipchart page. Layers are completely separate from each other. In other words, you can replace the background without affecting your images or annotations. Or you can annotate over your photographs and background without affecting other layers.

For more details, see Using layers and stacking.

View objects

Use the Object Browser to see at a glance:

- The display order of objects and which objects are on the top, middle and bottom layers of a page.
- Which objects are grouped together. This allows you to work on all of them at the same time.
- If a page contains any hidden objects.

- If a page contains any objects that are locked so that they cannot be moved.

Work with objects

Use the Object Browser to:

- Drag and drop objects from one layer to another.
- Group, stack and reorder objects.
- Show or hide objects.
- Lock or unlock selected objects, for example, if you are planning a student activity where only certain objects can be dragged and dropped and others must stay in place.

Back to top

Example

The picture on the right shows details of the objects on the current flipchart page.

You can see in the Browser, that all the objects are identified by:

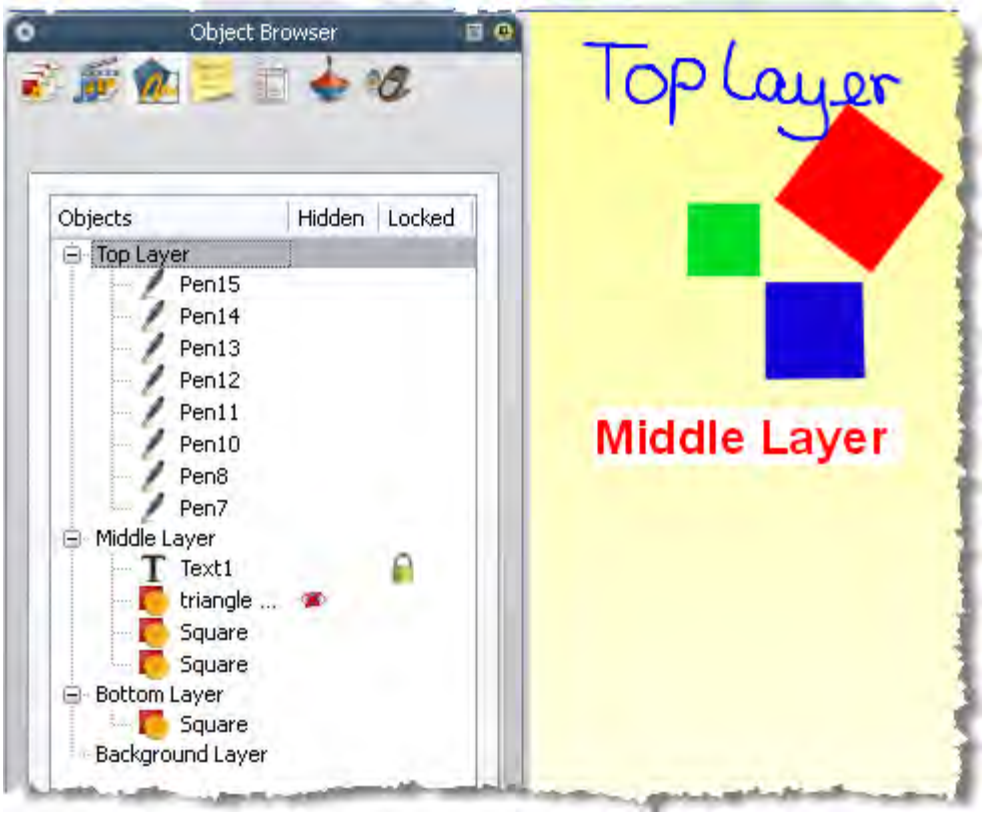
- The icon of the tool that created them
- Their name.

The Browser shows clearly which objects are on which layer:

There are eight objects in the top layer. These are the annotations written with the Pen

There are four objects in the middle layer:

The printed text created with the Text Tool.



Note the lock next to the Text object in the Browser. This indicates that the object has been locked in place. The lock is a toggle switch that allows you to quickly lock and unlock objects.

The triangle and squares created with the Shape Tool are in the middle layer by default. Note the crossed-out eye next to the object in the Browser. This indicates that the triangle is a hidden object. As you can see on the flipchart page, the triangle is not visible. The eye is a toggle switch that allows you to quickly show and hide objects.

There is only one object in the bottom layer, a square created with the Shape Tool. In the Object Browser, we dragged this object down from the middle layer, where it was created.

The yellow page background is on its own layer. We inserted this background with the Page Browser.

Back to top

Notes Browser

This Browser helps you to make your flipchart even easier to use, by allowing you to create, view and edit notes about your flipchart. You can use these notes in any way you choose. As you will know from experience, lesson notes can make the difference between an uninspiring lesson and one that flies. We therefore encourage you to make full use of the Notes Browser to enrich your own and other people's experience of teaching with ActivInspire.

Use the Notes Browser to:

- Add your own notes and comments to a flipchart, helping to make it easier to share and reuse.
- If you are using a flipchart created by someone else:
  - View other teachers' notes and comments about their flipchart and add your own notes where appropriate.
  - View notes from publishers about how to best use their flipcharts and add your own notes if appropriate.

Example

The picture on the right shows the Notes Browser. You can type your notes as plain text, or open the Format Toolbar and format the text.

ActivInspire displays the Page Notes icon in the Menubar if the current flipchart page contains notes.

You can add notes to each page of a flipchart and print them, either with the flipchart pages, or separately.

Property Browser

This Browser helps you to see all of the properties of an object at a glance. It's a powerful tool for quickly adding interactivity to your lessons.

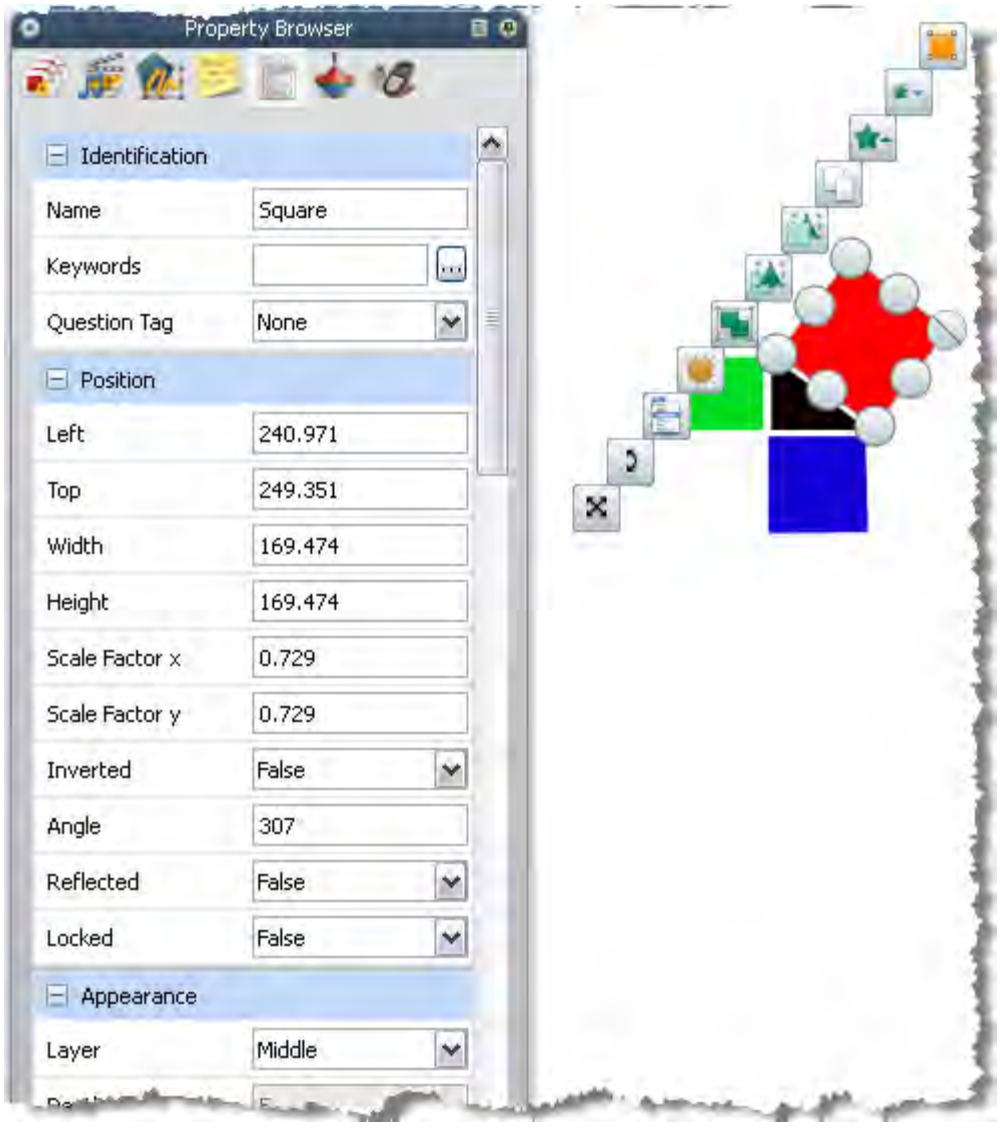
Use the Property Browser to:

- Display all the properties of an object. Slide the vertical scrollbar of the Browser up and down to see the complete range of properties available.
- View and manipulate the position and appearance of an object by changing its settings in the Property Browser. Of course, you can still control the position of an object by dragging and dropping it and edit it to change its color.
- Add interactive features to your flipchart and control how they can be used.
- Add permanently visible labels to objects, or add interactive fun by making a label appear only when the mouse cursor runs over the object.
- Control the behavior of an object by defining rules, called restrictors, that constrain its movement. This is a very useful feature if you want, for example, to create your own on-screen game.
- All properties are clearly categorized so that you can select properties by type.

Example

The picture on the right shows some of the properties of the red square, the currently selected object, in the Property Browser. You can see the name of the object and some details of its position on the page. You can also see that the square is on the middle layer.

On the flipchart page, you can also see the round Sizing Handles that surround the selected object. These indicate that you can move or resize the object. The row of square icons alongside the object are the Object Edit Menu and other Marquee Handles for working on the object.


Property Browser
Identification
Name
Square
Keywords
Question Tag
None
Position
Left
240.971
Top
249.351
Width
169.474
Height
169.474
Scale Factor x
0.729
Scale Factor y
0.729
Inverted
False
Angle
307
Reflected
False
Locked
False
Appearance
Layer
Middle

Show

Action Browser

This Browser helps you to quickly associate an action with an object. This means that, when you or someone else selects the object, the action that you have associated with the object will happen. For example, a tickertape will run, displaying your message, or a sound will play, or a flipchart vote will begin, to name just a few possibilities. All actions are clearly categorized, so that you can select actions by type. You can set up any number of actions in your flipchart to make your lesson as varied and interactive as you like.

Use the Action Browser to:

- Apply a command action to an object, for example, the Dice Roller, so that up to five dice will roll when someone selects the object on the board.
- Apply a page action to an object, for example, to go to the next page.
- Apply an object action to an object, for example, to change the size, position or translucency of an object.
- Apply a document or media action to an object, for example, to insert a link to a file or website.
- Apply a voting action to an object, for example to Start/Stop a Flipchart Vote.
- Remove an action that is no longer required.
- Preview an action to check that it does exactly what you want.

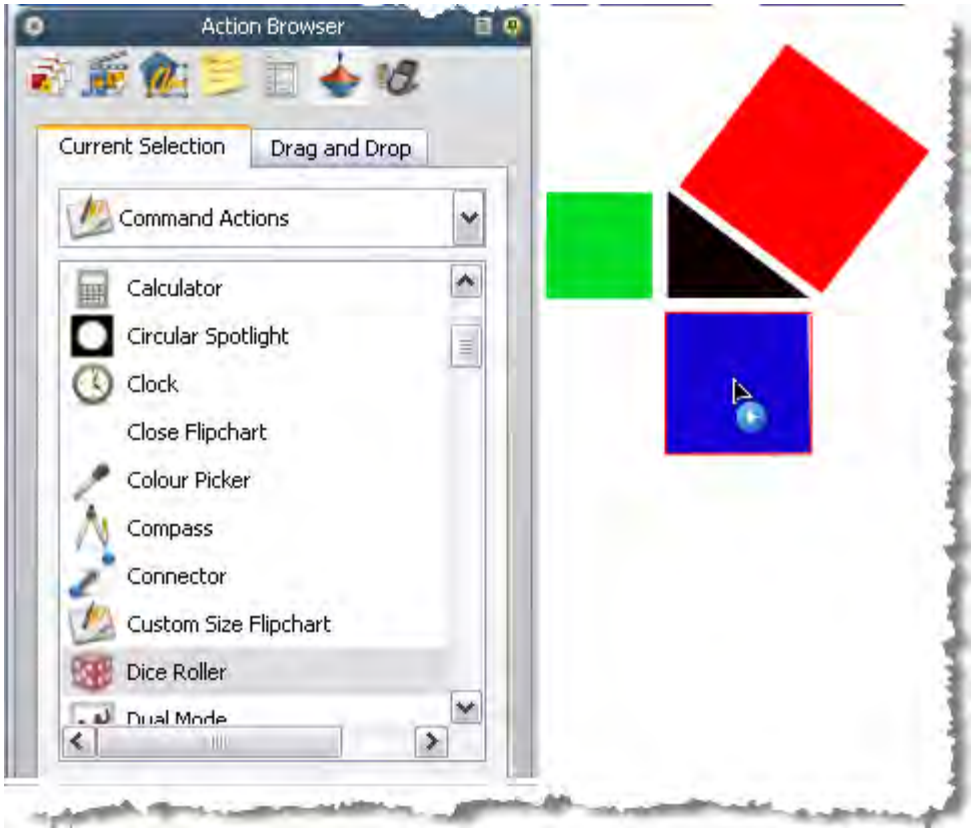
Example

The picture on the right shows the Action Browser. We have associated the Dice Roller with the blue square. You can tell that an action is associated with this object, because the cursor over the blue square has changed to a blue Preview icon.

When you click on the square, the 'Dice Roller' Popup window opens and the dice roll.

You can:

- Choose the number of dice to roll.
- Increase or decrease the speed.
- Roll the dice as many times as you wish.
- Send the total of all the numbers thrown to the current flipchart.



Roll the dice!

You need ActivInspire Professional to use the Action Browser.

Back to top

Voting Browser

This Browser helps you manage all aspects of registering your ActivSlate, ActiVote and ActivExpression devices, running your voting sessions, as well as recording, storing and browsing the results of such sessions.

Use the Voting Browser to:

- Register ActivSlate, ActiVote and ActivExpression devices.
- Assign students to devices.
- Toggle between anonymous and named voting.
- Select either ActiVote or ActivExpression devices for a voting session.
- Set, suspend or change the time allowed for responses.
- Start and stop voting.
- Show or hide the 'Vote Now' prompt.
- Browse voting results and export results to Microsoft Excel spreadsheets.

For details of how to register devices and use them in voting sessions, see Using Learner Response Systems.

Working at the board

In this section, we describe how to take advantage of using ActivInspire's powerful Presentation Tools while working at the board:

- Pre-flight checklist
- Annotating the desktop
- Using Desktop Tools
- Using the Camera
- Using the Clock
- Using Handwriting Recognition
- Using Shape Recognition
- Using Magic Ink
- Using Tickertape
- Using the Revealer
- Working in Dual User mode
- Using the On-screen Keyboard
- Using the Spotlight
- Using Teacher Lock
- Using Math tools

Working in Dual User mode

This section explains Dual User mode and also the interactivity offered by this feature:

- The concept
- The pedagogy
- What you require
- How it works
- Additional ActivInspire Primary trays
- Rules of engagement
- Deactivating Dual User mode
- Content for Dual User mode

The concept

Promethean Technology supports true multiple user interaction and multiple operations happening at the same time. This takes the idea of multi-user to a new level. Individual users are differentiated in the Promethean system and while emulating any other multi-touch surface - it also “knows” who the teacher is and who the learners are.

The pedagogy

Promethean’s approach offers a completely new Interactive Whiteboard (IWB) paradigm – that opens a new world of easy to manage, but pedagogically advanced teaching and learning opportunities.

Benefits when used by two or more users include:

- It's non-technical - As easy as two people drawing on a big sheet of paper!
- Allows people to work at the same time on screen and in the same application (specially developed) – all other systems require users to take turns.
- Users can collaborate to solve problems or puzzles.
- Users can compete in real time.
- Enables team or role-based use of the board/display.
- Greatly increases productivity at the board.
- Teacher can work with a child providing close support and advice, exploring ideas with no pen or role swapping.

What you require

To enable Dual User mode you must ensure you have the following hardware and software:

- An ActivBoard v3 OR an upgraded ActivBoard v2 (containing ActivBoard firmware v2.3 or later).
- Dual User ActivPens (Teacher Pen and Student Pen).
- The Dual User enabled ActivDriver.
- ActivInspire.

For further information regarding Dual User hardware and software requirements please contact Promethean Ltd.

How it works

The Dual User functionality of ActivInspire is available whenever the software detects a Dual User enabled ActivBoard connected to your computer. If this is not the case, the Dual User functionality will be unavailable within ActivInspire.

This section is written with the assumption that Dual User is enabled.

Dual User is designed around the concept of a Teacher Pen and a Student Pen:

Teacher Pen

Student Pen

By default, when Dual User mode is not enabled, both the Teacher and the Student pens behave as standard single input ActivPens, in that you can use either of the pens, but only one at a time.

With either of the pens you can enable Dual User functionality as follows:

- From the Main Menu, select Tools > Dual User

When Dual User is enabled, a second, floating Student Toolbox is displayed within ActivInspire:

Student Toolbox (ActivInspire Studio)

Student Toolbox (ActivInspire Primary)

When Dual User mode is enabled:

- The Student Pen is restricted to the following areas of the program:
  - Positioning the Student Toolbox.
  - Selecting and using tools from the Student Toolbox on the flipchart page.
  - Interacting with the contents of the flipchart page.

- The Teacher Pen will continue to control the full functionality of ActivInspire, with the exception that it cannot be used to interact with the Student Toolbox.
- The computer mouse cannot interact with the flipchart material or the Student Toolbox, but will continue to control all other aspects of ActivInspire.

The Student Toolbox offers the following tools...	These allow the student to...
Select	Move and size page objects.
Pen	Annotate on the page.
Highlight	Highlight areas of the page.
Fill	Fill page objects.
Shape	Add shapes to the page.
Connector	Connect page objects.
Handwriting Recognition	Add recognized text objects to the page.
Shape Recognition	Add recognized shapes to the page.

These tools behave in much the same way as the standard tools for single pen input.

For details, see the individual sections on these tools in this Help file.

It is important to rrealize that any Student Pen activity can occur on the page independently from and simultaneously to the Teacher Pen activity.

This therefore provides for many types of collaborative activity, including:

- Teacher and student both writing together.
- Teacher writing and student highlighting words.
- Teacher writing and student selecting and moving objects.
- Teacher and student both moving, sizing, rotating, dragging and dropping objects.

All the actions and properties of page objects such as containers and restrictors apply to both Teacher and Student Pens.

Additional ActivInspire Primary Trays

Dual User Mode within the ActivInspire Primary interface offers some additional tool trays.

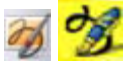
When the Student Pen selects the Pen , the Student Pen Tray is displayed in the Tray area, allowing the Student to select pens, highlighters and colors:

When the Student Pen selects the Fill Tool, the Student Fill Tray is displayed in the Tray area, allowing the Student to select the Fill color:

These trays will appear alongside any trays currently in use by the Teacher Pen.

Rules of Engagement

When working in Dual User mode, ActivInspire imposes the following rules of engagement:

- The Teacher Pen cannot select Student Tools. The Student Pen cannot select Teacher Tools.
- Any Inspire windows and dialogs (for example, those for the Clock, or Dice Roller) are inaccessible to the Student Pen.
- When you select a page object (or objects) with one of the pens, so that the Marquee Handles are showing, these objects will be inaccessible to the other pen. This rule stays in force until the Marquee Handles are removed by whatever means. In other words, each pen can define its own independent selection of Marquee Handles which are inaccessible to the other pen.
- If one pen is interacting with an object on the page, for example, the first pen is in the 'pen nib down' state over an object, the second pen cannot interact with this object until the first pen releases its hold on the object.
- The Student Shape Tool does not display the Shape Toolbox. The Shape Toolbox must be shown by the Teacher Shape Tool, whereupon both the Student and Teacher pens can select shapes from the common Shape Toolbox. Both pens will always use the most recent shape as selected by each pen.
- When the Student Pen uses the Handwriting Recognition  Tool, no word alternatives are provided once the word is recognized (unlike the Teacher Pen).
- If both pens are writing, the stacking order of the annotations are defined by the relative pen down events of both pens. Therefore if Pen 2 is in the process of drawing an annotation, Pen 1 can always draw over the top of this annotation (and vice versa).
- If two Maths tools are showing on the page (for example, rulers, compasses, protractors), each pen can interact with its own maths tool.
- When using the ActivInspire Primary look and feel, the position of any Teacher and Student trays will depend upon the position of the Teacher and Student Toolboxes. If the Teacher Toolbox is to the right of the Student Toolbox, then the related trays will appear in the same order.

Deactivating Dual User mode

When Dual User mode is enabled, you can use the Teacher Pen or the computer mouse to 'turn off' Dual User mode as follows:

From the Main Menu, select Tools > Dual User. Once Dual User is turned off, both pens revert to standard, single pen use (the default condition).

Content for Dual User mode

All pages support dual user input, single user input and sequential use. Multiple users will not be a prerequisite for use of pages, yet pages used in this way will be most effective due to the very nature of collaborative learning and its benefits.

The criteria for multi-user templates are as follows:

- Activity templates which students can use as a focus for information collation, ideas exchange and discussion.
- Activity templates in which students can work together to manipulate or engage with page elements to co-construct and consolidate knowledge.
- Activity templates that promote higher order thinking skills encouraging students to think of concepts in more advanced or complex ways (from basic levels of thought to more complex levels of analysis, synthesis and evaluation).
- Activity templates allowing synchronous completion of the identical or similar activities - with or without a competitive element according to teachers' preference.
- Activity templates enabling joint creative exercises.
- Activity templates which serve to enhance understanding when used as a core part of learning – to encourage student engagement and interaction with concepts and each other, and not necessarily lower order 'interaction' with the IWB/IWB tools alone (technical versus conceptual interaction).
- Activities employing the 'Back-to-back' technique in collaborative or competitive tasks.

There are plenty of multi-user page templates and multi-user activities to be found within the Shared Resources Library sub-folders in:

Shared Resources > ActivInspire

Sound Recorder

What?	Allows you to capture an audio recording (speech and/or music) to a file using the audio capture capabilities of your computer.	
Where?	• Main Menu > Tools > More Tools... > Sound Recorder • Desktop Tools	
Shortcut?	CTRL+Shift+R (Windows™ & Linux™) Cmd+Shift+R (Mac®)	
How?	In the Sound Recorder Toolbox, click on the red Record icon to start capturing your audio. You may then use the Pause or Stop icons at any time. To record speech, you should ensure that you have a suitable microphone connected to your system. For more information, see your Operating System Help files.	
What can I customize?	Add To Flipchart	Adds a sound icon to your flipchart page when you finish recording. Click on the icon, with Enable Actions activated, to play your recording.
	Save To Disk	When you click on the Record icon, ActivInspire prompts you to specify a file name and location for your sound file before the recording begins.
	Both	Both of the above.
Where can I customize it?	Settings > Recordings > Sound Recordings	
More info...	More about ActivInspire > Working with objects > Adding multimedia Reference > Settings > Recordings	

Screen Recorder

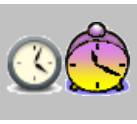
What?	Recording the actions on a flipchart, desktop flipchart, the desktop, or another application, saving them as a .avi file, then playing them back as an animation.	
Where?	• Tools > More Tools > Screen Recorder • Desktop Tools	
How?	Click on the red Record button and type a filename. Alternatively select the video format and audio compression first, then begin the recording. Click on the black Stop button to end the recording.	
What can I customize?	In the Screen Recorder Menu:	
	Video Compression	To save disk space, choose from the supported video compressors installed on your computer.
	Audio Format	Choose mono or stereo and the quality of recording. The greater the number of kilobits per second, the better the sound quality and the larger the file.
	In the Recordings section of Settings:	
	Capture frame rate	Default = 5 The number of frames to be captured per second (1-10). The greater the number of frames, the better the video quality and the larger the file.
	Record audio	☑ Default. If you have suitable sound equipment, records sounds as well as video. ☐ Records only video.
	Quick capture	☑ Select when recording activities with lots of cursor movement over large, static areas. For example, a software demo. ☐ Default.
	Capture mouse pointer	☑ Default. Records cursor movements in the video. ☐ Does not record cursor movements.
	Capture layered windows	☑ Layered windows are used by applications to create translucent windows. For example, the translucent image that appears when you drag and drop an icon onto your desktop. Select when recording applications that use layered windows.

		The cursor may flash while recording, but this effect will not appear in the video. ☐ Default.
	Disable hardware acceleration during recording	☑ Default. ☐ Hardware acceleration improves the performance of 3D graphics on your computer but can adversely affect the performance of the Screen Recorder. Select to switch off hardware acceleration at the start of the recording and restore it upon completion of the recording.
	Hide screen recorder toolbox whilst recording	☑ Hides the Screen Recorder toolbox at the start of each new recording. When the toolbox is hidden, stop the recording by clicking on the Screen Recorder icon. ☐ Default. Screen Recorder is displayed during recording so that you can stop, pause or restart the recording.
Where can I customize it?	• Screen Recorder Menu • Edit Profiles > Settings > Recordings	
More info...	More about ActivInspire > working with objects > Adding multimedia	

Tickertape

What?	Allows you to create and show text messages that scroll across your display over your presentation. Tickertapes can be created, edited, saved as files and reused.
Where?	• Tools Menu > More Tools > Tickertape • Desktop Tools
Shortcut?	CTRL+Shift+T (Windows™ & Linux™) Cmd+Shift+T (Mac®)
How?	When you select this tool, a new, default Tickertape message scrolls across the display. You can use the 'Tickertape Edit' window to enter your message and change its properties. Use the Tickertape File Menu to save and load your tickertapes.
What can I customize?	Tickertape properties like color and speed.
Where can I customize it?	'Tickertape Edit' window
More info...	More about ActivInspire > Working at the board > Using Tickertapes

Clock

What?	Classroom clock, timed activities and competitions.	
Where?	• Tools > More Tools > Clock • Desktop Tools	
Shortcut?	Circular Spotlight (see description below): CTRL+Shift+U (Windows™ & Linux™) Cmd+Shift+U (Mac®)	
How?	Set the display, choose count down or count up as desired:	
What can I customize?		Displays analog clock
		Displays digital clock
		Displays both an analog and a digital clock
		Toggle switch. Pauses or restarts the clock
		Opens 'Clock Counter' Dialog Box. Use to set: • Countdown/Countup interval • Repeat countdown/countup • Reset • Play sound after timeout • Perform an action after timeout
Where can I customize it?	• Clock Box • Edit Profiles > Settings > Clock Tool	
More info...	Using the Clock Settings > Tools Working with actions Actions > Command Actions	

Camera

What?	Taking a snapshot from the screen – this may be a picture on a website or flipchart, for example.	
Where?	• Tools > Camera • Desktop Tools	
Shortcut?	Area Snapshot (see description below): CTRL+Shift+K (Windows™ & Linux™) Cmd+Shift+K (Mac®)	
How?	Choose the type of snapshot from the dropdown menu, then choose the destination for your snapshot from the Camera Snapshot Box.	
	Area Snapshot	A highlighted box is displayed. Click inside the box and drag to move it – change the measurements with the handles. For fine adjustment, use the Position controls in the 'Camera Snapshot' Box.
	Point to Point Snapshot	Click and drag, drawing straight lines to enclose a highlighted outline area on the greyed-out screen. The snapshot area cannot be moved or modified – if you get it wrong, just close the 'Camera Snapshot Box' and try again. The Camera is enabled when the outline is complete.
	Freehand Snapshot	Click and drag, drawing freehand to enclose a highlighted outline area on the greyed-out screen. The snapshot area cannot be moved or modified – if you get it wrong, just close the 'Camera Snapshot Box' and try again.
	Window Snapshot	Capture dialog boxes, or the ActivInspire window.
	Fullscreen Snapshot	Capture the full screen.
	Choose the destination:	
	Current Page	
	New Page	A new page, which is inserted after the current page.
	Clipboard	
	My Resources	My Resources or Shared Resources.
	Shared Resources	

More info...	Using the Camera Working with actions Actions > Command Actions

Show

Revealer

What?	Selectively revealing parts of the flipchart page.
Where?	Tools > Revealer
Shortcut?	CTRL+R (Windows™ & Linux™) Cmd+R (Mac®)
How?	The Revealer is a toggle switch. Reveal hidden object(s) by clicking and dragging the blind from the top, bottom, right or left.
What can I customize?	rColor of the Revealer blind Animation speed (1 to 20 seconds) - for use with ActivRemote.
Where can I customize it?	Edit Profiles > Effects > Reveal Tool
More info...	More about ActivInspire> Working at the board > Using the Revealer Working with actions Reference > Actions > Command Actions

Show

Dual User

What?	Collaborative working with two ActivPens on your ActivBoard version 3, or upgraded ActivBoard version 2..
Where?	Tools > Dual User
How?	Start Dual User mode, then two collaborators can simultaneously write and work on the board, using a Student Pen and Teacher Pen.
More info...	Working in Dual User mode

Show

Pen

What?	Drawing or writing annotations on the board.
Where?	• Tools > Pen • Main Toolbox • Dual Toolbox
Shortcut?	CTRL+P (Windows™ & Linux™) Cmd+P (Mac®)
How?	Draw or write slowly, try to keep the "ink" flowing to avoid creating many small annotations.
Where can I customize it?	Set the color and width in the Main Toolbox (ActivInspire Studio), or in the Pen Tray (ActivInspire Primary).
More info...	First steps with ActivInspire > Writing on a flipchart Working with actions Reference > Actions > Command Actions

Highlighter

What?	Emphasising areas of your flipchart with translucent olor.
Where?	• Tools > Highlight • Main Toolbox (ActivInspire Studio) • Pen Tray (ActivInspire Primary) • Dual Toolbox • Dual Pen Tray (ActivInspire Primary)
Shortcut?	CTRL+H (Windows™ and Linux™) Cmd+H (Mac®)
How?	Drag the cursor across the area to be highlighted.
Where can I customize it?	Select the olor and width in the Main Toolbox (ActivInspire Studio) or in the Pen Tray (ActivInspire Primary).
More info...	First steps with ActivInspire > Writing on a flipchart Working with actions Reference > Actions > Command Actions

Show

Desktop Annotate

What?	Writing annotations on your computer's live desktop with the Pen or Highlighter Interacting with other applications on your desktop with Select
Where?	Tools > Desktop Annotate
Shortcut?	CTRL+Shift+A (WindowsTM & LinuxTM) Cmd+Shift+A (Mac®)
How?	Your computer's desktop becomes the background of your flipchart page. The Main Toolbox remains open, so you can select tools and save or discard your desktop flipchart. You can browse your computer, launch applications and use ActivInspire's tools to create and manipulate annotations and other objects. The objects you create in your flipchart are an overlay of the desktop, they will not remain on your desktop when you close the desktop flipchart. If you save the flipchart, it will not include a picture of your desktop.
More info...	More about ActivInspire > Working at the board > Annotating the desktop Working with actions Reference > Actions > Command Actions

Page Zoom

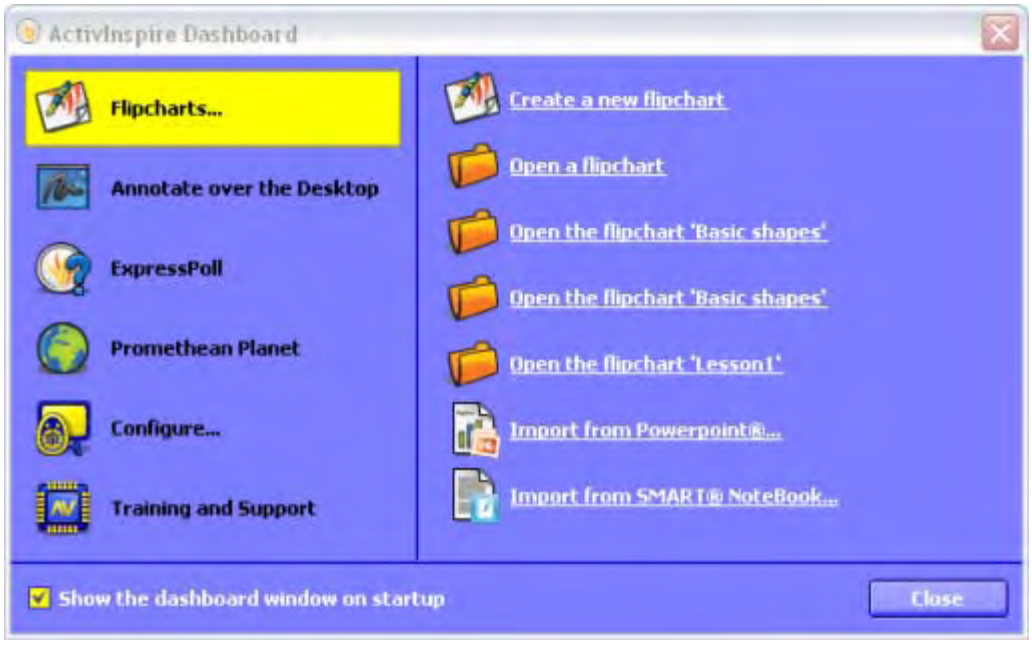
What?	Magnifying or miniaturizing the current page.
Where?	View > Page Zoom
Shortcut?	CTRL+Shift+Z (Windows™ & Linux™) Cmd+Shift+Z (Mac®)
How?	Click on the page, press and hold to zoom in, right-click on the page, press and hold to zoom out. Click and drag with Page Zoom enabled to pan across a flipchart page.
More info...	A tour of ActivInspire > Exploring ActivInspire Studio > Viewing a flipchart A tour of ActivInspire > Exploring ActivInspire Primary > Viewing a flipchart Working with actions Reference > Actions > Command Actions

Dashboard

When you run ActivInspire, after choosing your initial preferences, the first thing you see is the Dashboard.

The Dashboard contains shortcuts to flipcharts and useful tools to save you time.

The Dashboard will remain open until you close it.



If you uncheck the 'Show the dashboard window on startup' box, the Dashboard will not open next time you run ActivInspire.

ActivInspire window

When you run ActivInspire, the ActivInspire window opens behind the Dashboard.

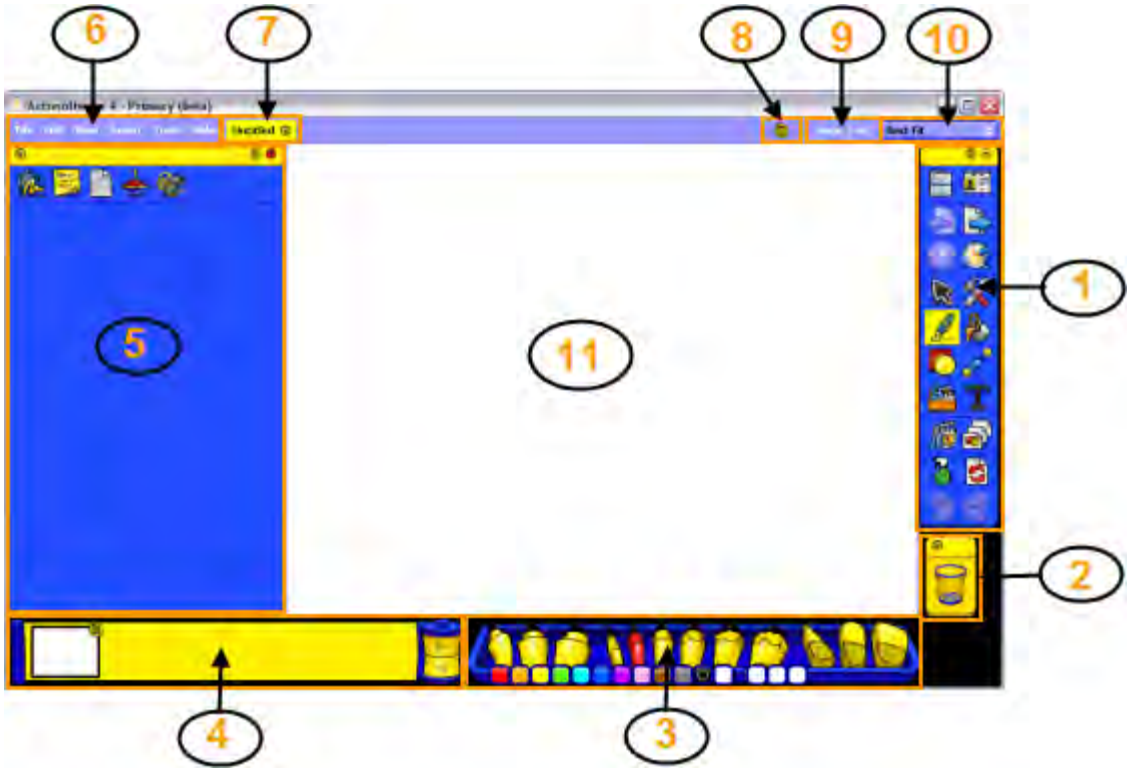
What this window looks like depends on several things:

- Your preferences at startup.
- Whether you are using ActivInspire Professional or Personal.
- Whether you have customized any of its components.

Here we introduce the main components of the ActivInspire window for ActivInspire Professional.

ActivInspire Professional

The following picture shows a thumbnail of the ActivInspire Professional window. The list on the left identifies each numbered component:



1 Main Toolbox

2 Trashcan

3 Pen Tray

4 Page Browser

5 Object, Notes, Property, Action and Voting Browser

6 Menubar

7 Flipchart name

8 Context Menu

9 Page Indicator

10 Sizing Indicator

11 Flipchart page

Back to top

ActivInspire Personal

ActivInspire Personal does not give you the same range of tools and Browsers as ActivInspire Professional. For example, it does not include the Shape Tool and the Action Browser.

Tip

Look for these small icons at the top of Browsers, Menus and Toolboxes. They allow you to quickly customize an item's behavior:

Toolbox Options	Select from a drop-down menu where the item should be located and how much of it should be visible.
Roll Up	A toggle switch to roll the item up so it takes up less space, or to unroll it again.
Pin Toolbox	A toggle switch to pin the item in place. This prevents it from automatically hiding, or from being moved accidentally.

To move an item, click in the yellow area along its top edge and drag and drop it where you want it.

Next time you run ActivInspire, it will remember your preferences.

Back to top

Main Toolbox

The Main Toolbox opens on your display when you start ActivInspire. When you start ActivInspire for the very first time, the toolbox contains a set of the most popular tools.

The items in the Main Toolbox are just a selection of the many tools available. You can access a large range of additional tools from the Tools Menu. Next time you start ActivInspire, it will remember where you left the toolbox last time, and which tools it contained.

ActivInspire Professional	ActivInspire Personal	Tools					
		Main Menu	Switch Profile	Clear
		Previous Page	Next Page	Reset Page
		Start/Stop Flipchart Vote	Express Poll	Undo
		Select	Tools	Redo
		Pen	Fill	Edit user-defined buttons
		Shape	Connector	
		Insert media from file	Text	

You need ActivInspire Professional if you want to create your own shapes with the Shape Tool.

Preferences

You can keep the default toolset, remove tools, or replace some or all of them with other tools. You can define your preferences in a profile and save them when you are satisfied. You can create as many profiles as you need and quickly switch between them with the Switch Profile icon. For details of how to customize profiles, see Making Profiles work for you.

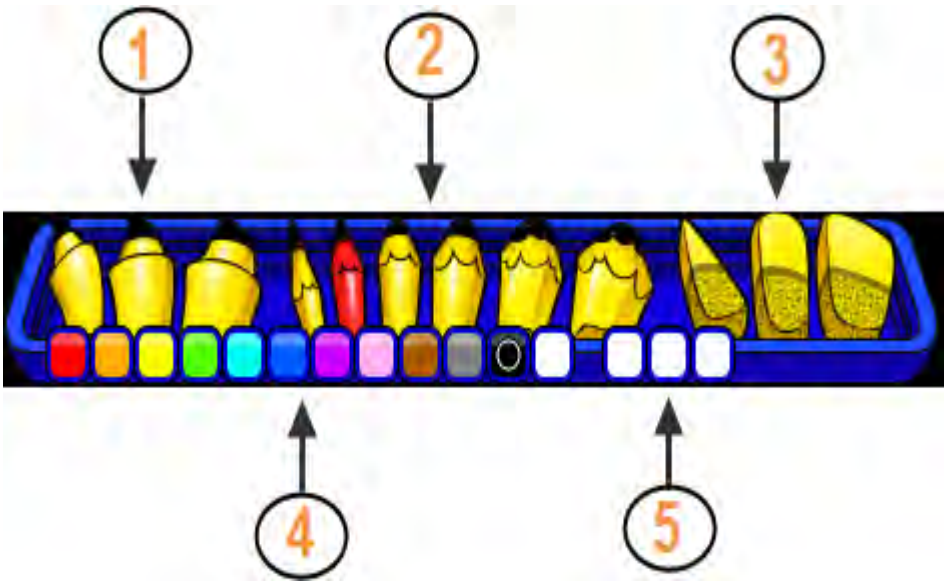
Back to top

Show

Pen Tray

The Pen Tray opens along the bottom edge of the display when you click on the Pen It contains the basic tools you need for writing on the board and making quick changes and corrections. The following picture shows the Pen Tray. The list on the left identifies each numbered component:

1. Highlighters
2. Pens
3. Erasers
4. Color Palette
5. Spaces for custom colors



Show

ActivInspire's Browsers

This section introduces ActivInspire's Browsers.

What is a Browser?

A flipchart can have many pages and elements, each with a range of characteristics and properties.

ActivInspire makes working with these characteristics and properties simple, by providing a Browser for each major area.

The Browsers allow you to see at a glance:

- What's already included in your flipchart.
- What else you could add or customize.
- How to do this.

Use the Browsers to quickly build, refine and enhance your own and other people's flipcharts.

Each Browser:

- Is structured to give you clear and detailed information about the area you are browsing.
- Has its own Popup Menu and/or set of icons to help you work effectively with your flipchart.

In addition, you can make the Browser wider or narrower and adjust the level of detail you can see to suit your needs.

What Browsers are there?

There are seven Browsers:

- Page Browser
- Resource Browser
- Object Browser
- Notes Browser
- Property Browser
- Action Browser
- Voting Browser

Viewing a flipchart

We describe five easy ways to view a flipchart:

- View one page at a time
- Preview several pages at a time
- Increase and decrease the page size
- Zoom in and out
- Pan around the flipchart

View one page at a time

Two ways to view one page at a time:

- Click on the Next Page and Previous Page buttons.
- From the View Menu, select Next Page or Previous Page.

You automatically insert a new flipchart page when you click on the Next Page icon on the last page of a flipchart.

To prevent unwanted pages at the end of your flipcharts, always add an indicator to the last page. This could be a shape, a picture, or a simple "The End".

Preview several pages at a time

From the Main Toolbox, open the Page Browser.

Preview the thumbnails of the flipchart and click on the black triangles on the film reel to see other thumbnails. To display a page in the ActivInspire window, click on its thumbnail.

Increase and decrease the page size

By default, ActivInspire is set to scale the complete flipchart page into the ActivInspire window. This is termed 'Best Fit'. You can easily change this with the drop-down menu at the top right-hand corner of the window.

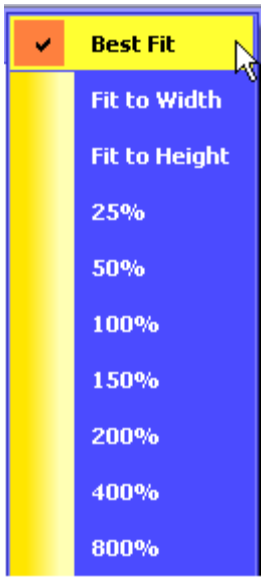
Click on the small white triangles

then select a setting to suit your needs.

Welcome to the World!

If you select a setting that is smaller than 100%, the size of the flipchart page will be proportionally reduced in the ActivInspire window.

This opens up an area around the flipchart page called the World. You can use the World like a blotter, to position objects temporarily outside the boundary of the flipchart page, for later use. These objects can then remain hidden when the page



is scaled to fit the ActivInspire window. For example, things you don't want to make visible to your students, or items you want to reveal at a certain point in a lesson.

Back to top

Zoom in and out

You can use Page Zoom to magnify or shrink what you see on the flipchart. Page Zoom does not change your flipchart, it only affects how the flipchart is viewed.

Zoom in

1. From the View Menu, select Page Zoom.
2. Click on the page and wait for a moment. The zoom begins and continues until you release the ActivPen or mouse button.

Page Zoom is now in the Quick Access Toolbar.

Zoom out

With Page Zoom selected:

1. Right-click on the page.
2. Hold the right-click button down.

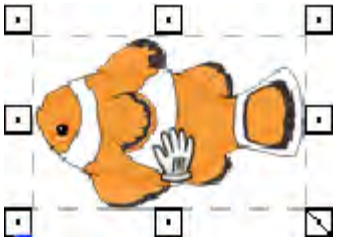
If you double-click on the page while Page Zoom is selected, the Page Scale returns to Best Fit.

Pan around the flipchart

When you have zoomed in on a flipchart to the point where the flipchart page is larger than the ActivInspire window, you can no longer see the whole flipchart page at once.

In this situation you can pan around the page in one of two ways:

- Use the vertical and horizontal slide bars that appear around the page
- Use Page Zoom. Notice that when this tool is selected, as you move the cursor over the page, a small hand icon is displayed. If you now click on the page and drag, you can pan around the page to bring other areas into view. Note that this behavior also applies when you are zoomed out of the page.



Back to top

Managing multiple flipcharts

Every time you open or create another flipchart, a new Document Tab appears in the Document Bar. You can work with an unlimited number of flipcharts at the same time.

To move from one flipchart to another, click the Document Tab of the flipchart you want to work on. This becomes the current flipchart.

The current flipchart is highlighted in yellow in its Document Tab. To close the flipchart, click on .

Authoring at your computer

When you are working at your computer, you need easy access to a range of tools for lesson preparation.

The quickest way to achieve this is to switch to the 'Authoring' profile provided with ActivInspire:

Click on Switch Profile and select the Authoring profile from the drop-down list.

Alternatively, you could experiment with your favourite combinations of tools and settings, then save them to a profile.

For more information about creating and working with profiles, see Making profiles work for you.

Most often used tools

While you are working with ActivInspire, the Toolbox Shortcut Bar on the right of the Main Toolbox gradually fills up with icons. ActivInspire automatically places your Most often used tools there, so that they are easily accessible.

In the picture on the right, the Toolbox Shortcut Bar includes some of the tools you explored in the previous topic.

To see a description of a tool, click on the link:

Clock

Camera

Open Flipchart

Revealer

Dual Mode

Sound Recorder

Tickertape

More about ActivInspire

This section contains more detailed information about how to work with ActivInspire:

- Working with resources
- Working with objects
- Making flipcharts interactive
- Making profiles work for you
- Working at the board
- Importing and exporting files

About profiles

Here we look at profiles in more detail:

- What is a profile?
- What can you customize in a profile?
- Which profiles are included in ActivInspire?

What is a profile?

ActivInspire can be adapted to suit different teaching techniques.

Whether you need lots of tools on your board, or just plenty of space – ActivInspire suits all teaching styles. When you start ActivInspire, it displays items such as tools according to a profile file.

If you have used other computer applications, you may be familiar with options and preferences. ActivInspire creates a profile based on your use of tools.

For example, when you dock or roll in the Browser, ActivInspire makes a note in the profile. Next time you launch ActivInspire, things like menus, tools and other items will look and behave just like you left them.

You can continue to work with this profile, or select Edit > Profiles to create and save one or more profiles of your own. You can create different profiles for different circumstances and save your preferences in as many profiles as you wish. You can then use your profiles on another computer. Other teachers can use their profiles on your computer, then you can change back to your own profile when they have finished.

Your personal profiles are stored in the My Profiles folder.

What can you customize in a profile?

Profiles are a great way to personalize ActivInspire and make it truly yours. You can customize almost everything in ActivInspire and save your preferences in one or more profiles. To make this easy for you, we have grouped things into four major categories. Each category is represented by its own tab in the 'Edit Profiles' Dialog Box.

This category	Allows you to...
Layout	Choose the position, visibility and behavior of items like the Main Toolbox, Menubars and Document Tabs.
Commands	Personalize the Main Toolbox and Marquee and Sizing Handles, by adding or remove items to suit your circumstances.
User Defined Buttons	Create your own shortcuts, so that when you press one of your own buttons, ActivInspire performs one of the following: • Inserts a special keystroke. • Displays the text you have previously associated with that button. • Opens a file or launches a program.
Settings	Customize the way on which you work with your Learner Response System, math tools, multimedia and many others.

Which profiles are included in ActivInspire?

ActivInspire includes five profiles. Their names indicate their intended purpose. You can use them as provided, or customize them further to suit your needs:

At The Board	Presents an uncluttered display, where the ActivInspire window is set to Best Fit, the Browser is hidden, the Flipchart Bin is visible, the Quick Access Toolbar is hidden and the Main Toolbox includes some presentation tools for use at the board, as well as the Page Browser and Resource Browser buttons.
Authoring	Puts authoring tools at your fingertips for quick lesson development. Opens with the Page Browser open and pinned and includes the extended Color Palette in the Main Toolbox, as well as the Quick Access Toolbar.
Languages	Presents an uncluttered display, where the ActivInspire window is set to Best Fit, the Browser is hidden, the Flipchart Bin is visible, the Quick Access Toolbar is hidden and the Main Toolbox includes additional tools for language teaching, like the On-screen Keyboard, Text Recognition, Tickertape and Spell Checker.
Mathematics	Presents an uncluttered display, where the ActivInspire window is set to Best Fit, the Browser is hidden, the Flipchart Bin is visible, the Quick Access Toolbar is hidden and the Main Toolbox includes additional math tools, like the Ruler, Protractor, and XY Origin.
Media	Presents an uncluttered display, where the ActivInspire window is set to Best Fit, the Browser is hidden, the Flipchart Bin is visible, the Quick Access Toolbar is hidden and the Main Toolbox includes additional media tools, like the Sound Recorder, Screen Recorder, Camera and Insert Media from File.

Back to top

Creating and switching profiles

Here we show you how to create, customise and switch profiles:

- Creating a profile
- Choosing the layout
- Choosing your tools
- Defining your own buttons
- Choosing application settings
- Switching profiles

Using layers and stacking

Here we show you how to use layers and stack objects:

- More about layers
- Move an object to another layer
- Stack objects

More about layers

You may remember that all objects are placed on layers by default and that you can move objects from one layer to another.

Top layer	By default this layer contains all annotation objects that are made using the Pen, Highlighter and Magic Ink tools. Such objects display on top of any other objects placed on the lower layers.
Middle layer	By default, this layer contains images, shapes and text objects. Recognised annotations are automatically converted to text objects and placed on the middle layer.. These objects are displayed below (or underneath) any object placed on the top layer but are displayed above (or over) the top of any object placed on the bottom layer.
Bottom layer	Initially empty, the bottom layer can contain connectors and any object which is physically placed on it. For details, see Move an object to another layer below.
Background layer	The background layer consists of three elements: • Background page color • Background image (optional) • Grid (optional) In addition, you can place any other objects on the background layer, whereupon they will become locked on the background and will appear below all objects on the other layers. If the background layer contains a background image, the way the image fills the page is dictated by its Background Fit property. For details, see Reference > Properties > Miscellaneous properties.

The layers are completely separate from each other. In other words, you can replace the background without affecting images or annotations on other layers. Or you can annotate over your photographs and background without affecting other layers.

Move an object to another layer

1. Right-click on the object.
2. From the Popup Menu select Reorder > To Top Layer To Middle Layer or To Bottom Layer This allows you to cover, for example, an annotation object with an image object.

Magic Ink annotations will hide any 'top layer' objects (or parts of objects) that the Magic Ink crosses over (including annotations and images), allowing you to see through to the layers beneath.

Use the appropriate Clear Tool to delete objects from each layer.

Back to top

Stack objects

All objects are allocated a position in the stack according to the order in which they are added to the page. Each successive object is placed on top of the preceding one within its own layer. Think of it as a pack of playing cards, where you must take a card out of the pack and place it on top in order to fully view it. The most recently placed object on a page is on top of the stack.

The cards in the example on the right were added in the following order:

- Blue 1
- Yellow 2
- Red 3

The following rules apply:

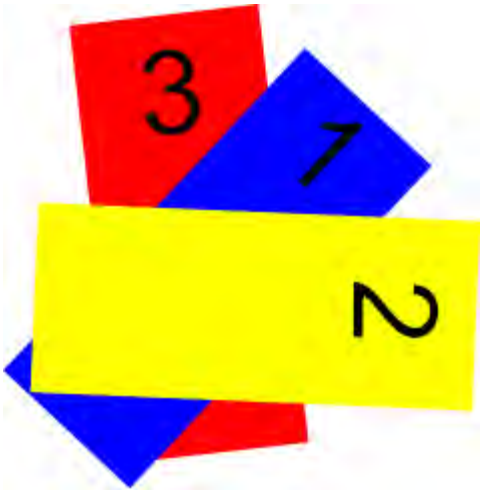
- The blue card will display under the yellow and red cards.
- The yellow card will display on top of the blue card, but will be under the red card.
- The red card will display on top of the yellow and blue cards.

These rules apply in each layer. Not only is there a stacking order in terms of the layers, you also need to consider the stacking order within each layer.

Change the stacking order

You can change the stacking order by sending an object to another place in the stack.

The order of the cards in the example on the right has changed. The Red 3 is now at the bottom of the stack.



Here we show you two ways to change the stacking order.

Change one step

1. Select the object.
2. From the Context Menu select Send Backwards or Bring Forwards The object moves one step up or down in the stacking order.
3. Repeat as necessary.

Go all the way

1. Select the object.
2. From the Edit Menu, select Reorder > Bring to Front or Send to Back. This will move the object to the front or back of the stack accordingly.

You can also select multiple objects to send the selection to the front or back. Each object will retain its stacking position in relation to the other objects.

Back to top

Using Learner Response Systems

This section contains information about Learner Response Systems (LRS):

- Overview
- Registering devices
- Assigning students to devices
- Prepared questions - Using the Question Wizard
- Quick questions and ExpressPoll

Pre-flight checklist

Working with a flipchart at the board is different from working with it on your computer. Fonts, objects and colors that look great on your computer screen may not work so well on the board.

We recommend that you try your flipchart out on a board before you teach with it in front of an audience. Now is the time to make final changes:

Ask yourself...	Suggestions	More info...

Are the learning goals clear?	• State the learning goals at the beginning and revisit them for a vote at the end of the session.
	• Incorporate learning goals into every page:
	  • Make them into a tickertape and keep it running throughout the lesson.
	  • Place them at the top of each page, perhaps on the bottom layer, or make them restricted, so they can't be moved or deleted accidentally.
		• Using Tickertape
		• Making flipcharts interactive > Creating containers
		• Making flipcharts interactive > Creating restrictors
		• Working with objects > Using layers and stacking

Is each flipchart page clearly structured?	If a page looks too cluttered, consider spreading its contents over two pages.	
Is all text clearly legible?	Ensure that text has a point size of at least 16. If necessary, change the font, font size or text colors for greater clarity.	First steps with ActivInspire > Adding and formatting text
Is there enough color contrast?	Consider changing text and object colors for greater contrast and impact.	Working with objects > Changing object properties
If you are using actions, do they work correctly?	Check that actions are enabled and that the correct action has been associated with each object.	Making flipcharts interactive > Working with actions
Do all images display correctly on the board?	You may need to resize them for best effect.	Working with objects > Changing object properties
Do all links work?	If you have added links, make sure that you can access the required areas from the classroom. If you need internet access, make sure you are connected to the network.	Working with objects > Adding and removing links
Are all objects and buttons accessible?	To enable you and your students to work at the board, ensure that anything you or they need to access during the lesson is in the bottom third of the flipchart.	
Have you chosen a profile for teaching with this flipchart?	You may want to use one of the profiles provided with ActivInspire, or you may want to tailor a profile to your particular lesson or group of learners.	Making profiles work for you
Do you intend to use this flipchart for collaborative working in Dual User mode?	If the answer is "Yes", make sure that the tasks you set your students can be completed with the tools available in the Dual Toolbox.	Working in Dual User mode
Do you need to limit	Consider using Teacher Lock to keep students focussed	Using Teacher Lock

access to any of ActivInspire's functions when students are working at the board?	on current activity.	

For expert advice on best teaching practice in the ActivClassroom, check out the Professional Development section on Promethean Planet.

Annotating the desktop

Use the Desktop Annotate button when you want to use ActivInspire tools, such as the Pen, Highlighter and Eraser, on your desktop or any application you have open on your desktop. When you annotate your desktop, you will create a Desktop Flipchart, which can be saved for future use.

Use this feature in lessons about:

- Websites
- Software applications

Annotate the desktop

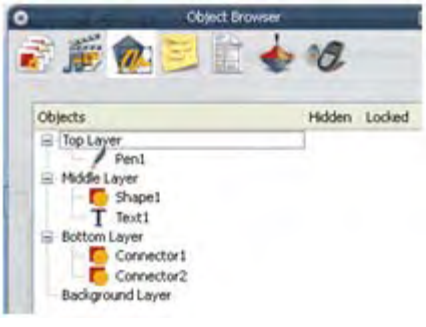
1. From the Tools Menu, select Desktop Annotate . The desktop is displayed in between ActivInspire's Browser and the Main Toolbox, as shown on the right.
2. Click on the Desktop Annotate button in the toolbox to restore the previously hidden items. The Menubar shows a new flipchart has been created, with the name 'desktop flipchart'. The desktop flipchart is transparent.

You can annotate the desktop and deliver a lesson based on the content, such as a website or a software application.

When you select the pointer and click on the desktop, you can:

- Start and use desktop applications.
- Select objects from applications or websites and copy them. From the clipboard you can paste into flipcharts.

Display the layered structure



Open the Object Browser to see the layer structure of annotation objects.

The default structuring is as follows:

- Pen annotations, including Highlighter go onto the top layer.
- Text and shapes go onto the middle layer.
- Connectors go onto the bottom layer.

When you save a desktop flipchart, the objects are saved onto an invisible background. The desktop does not form part of the flipchart and will not be saved.

Options

You can have the desktop as part of your flipchart in the following ways:

- As the background of your flipchart.
- Using Desktop Overlay and Desktop Snapshot.

From the File Menu, select Edit > Page Background. The Set Background Dialog Box opens.

Click the Desktop Snapshot radio button. To look at the desktop before taking the snapshot, click the Show Desktop icon.

When you are ready to take the snapshot, click on the Take Snapshot icon.

After the snapshot has been taken, click on Done.

If you want your current page to have no background:

Click on the Desktop Overlay radio button, then click on Done.

The desktop does not form part of the flipchart and will not be saved.

Using Desktop Tools

Desktop Tools are a collection of commonly used ActivInspire tools which you may find useful when working in other applications, on occasions where you might not necessarily require the full facilities offered by Desktop Annotate.

When you click on the Desktop Tools icon, ActivInspire is minimised and the floating Desktop Tools toolbox is displayed:

This toolbox can be moved around the desktop by dragging the icon to the required position, where it remains showing over other applications.

You can click on the icon to expand the Desktop Tools.

The toolbox contains the following tools (moving clockwise from the top):

Restore Inspire	Closes the Desktop Tools Toolbox and returns you to the main ActivInspire application.
ExpressPoll	Shows or hides the voting Wonderwheel.
Screen Recorder	Starts the ActivInspire Screen Recorder.
More Tools	See below.
Camera	See below.
On-screen keyboard	Loads your chosen on-screen keyboard program.
Promethean Planet	Opens the Promethean Planet web site in your web browser.

More Tools

When you move the cursor over the More Tools icon a further level of the Desktop Tools Toolbox open.

You can select the following tools:

Tickertape	Starts the ActivInspire Tickertape feature.
Clock	Displays the ActivInspire Clock.
Sound Recorder	Starts the ActivInspire Sound Recorder.
Calculator	Opens your chosen Calculator program.
Dice Roller	Displays the Dice Roll feature.

Camera

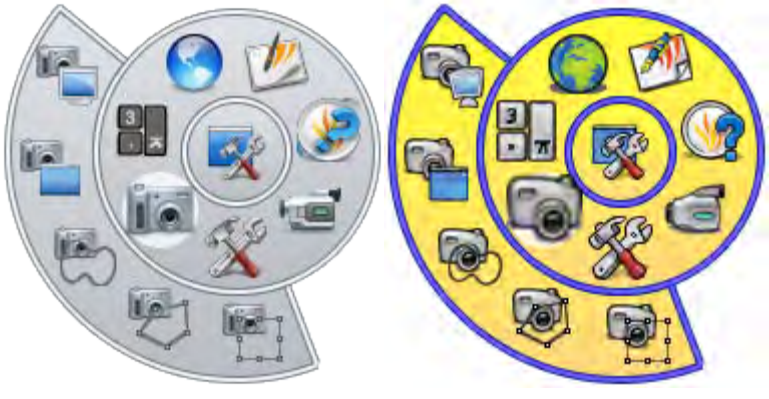
When you move the cursor over the Camera icon a further level of the Desktop Tools Toolbox opens.

You can select the following snapshot types:

Fullscreen Snapshot

Window Snapshot

Freehand Snapshot



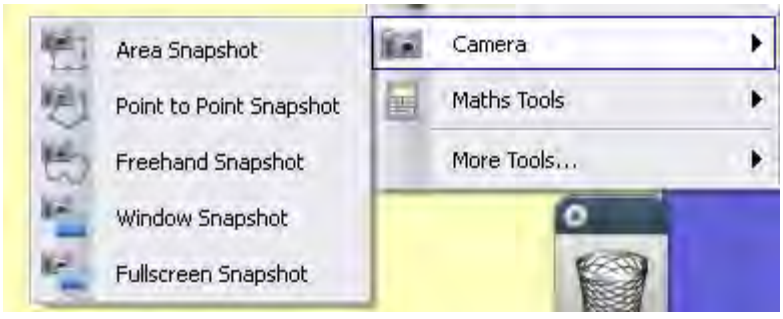
Point to Point Snapshot

Area Snapshot

For details of all the tools available on the Desktop Tools Toolbox, see the relevant sections of this Help file.

Using the Camera

Use the Camera tool to capture an image of your Desktop, Flipchart and paused video frames or animations. You can take a photograph of the complete display screen or you can define a specific area on the screen to capture only part of it.



The photograph will capture all types of objects displayed on screen including backgrounds, annotations, grids, lines, shapes, text and other images.

1. From the Tools Menu, select Camera. Choose the type of snapshot from the drop-down menu:
    - Area Snapshot – A highlighted box is displayed. Click inside the box and drag to move it – change the measurements with the handles. For fine adjustment, use the Position controls in the Camera Snapshot box.
    - Point to Point Snapshot – Click and drag, drawing straight lines to enclose a highlighted outline area on the greyed-out screen. The snapshot area cannot be moved or modified – if you get it wrong, just close the Camera Snapshot box and try again.
    - Freehand Snapshot – Click and drag, drawing freehand to enclose a highlighted outline area on the greyed-out screen. The snapshot area cannot be moved or modified – if you get it wrong, just close the Camera Snapshot box and try again.
    - Window Snapshot – Capture dialog boxes, or the ActivInspire window.
    - Fullscreen Snapshot – Capture the full screen.
2. Choose the destination for your snapshot from the Camera Snapshot box:
    - Current Page – Capture the image to the current flipchart page.

New Page – Capture the image to a new page at the end of the flipchart.

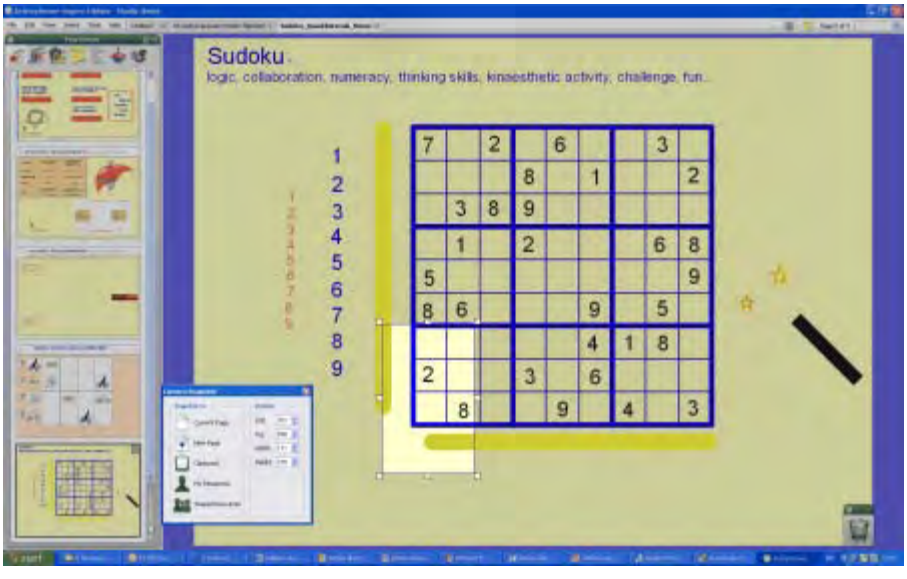
- Clipboard – Capture the image to the clipboard.
- My Resources – Capture the image to the My Resources folder.
- Shared Resources – Capture the image to the Shared Resources folder.

The resultant image of all of these objects, which can be added to your Flipchart page, Resource Library, Shortcut bar or clipboard as an object that you can manipulate. The photograph is simply an image of the screen, so any objects within your photograph will not be editable. You can resize or rotate the photograph like any other image object.

Make sure that the screen is displaying the image you wish to capture. Choose from one of the following snapshot types, which are discussed in order as they appear on the Camera tool menu:

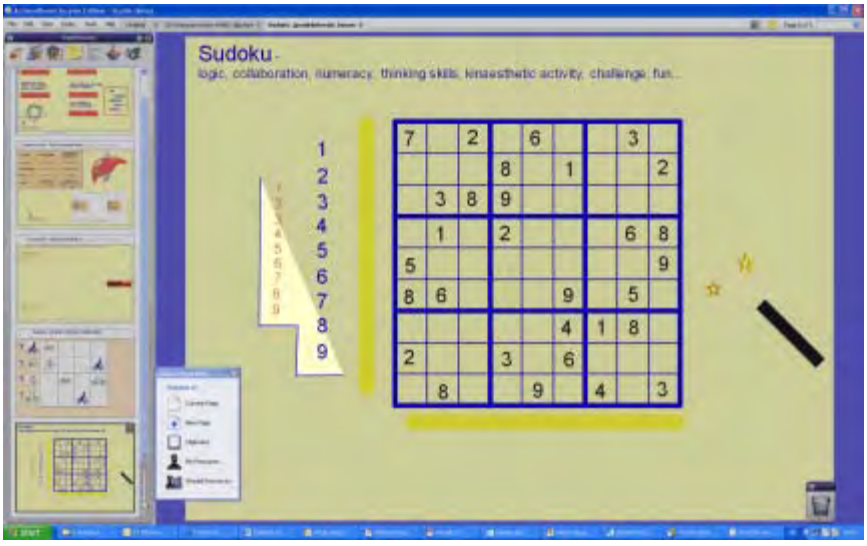
Area

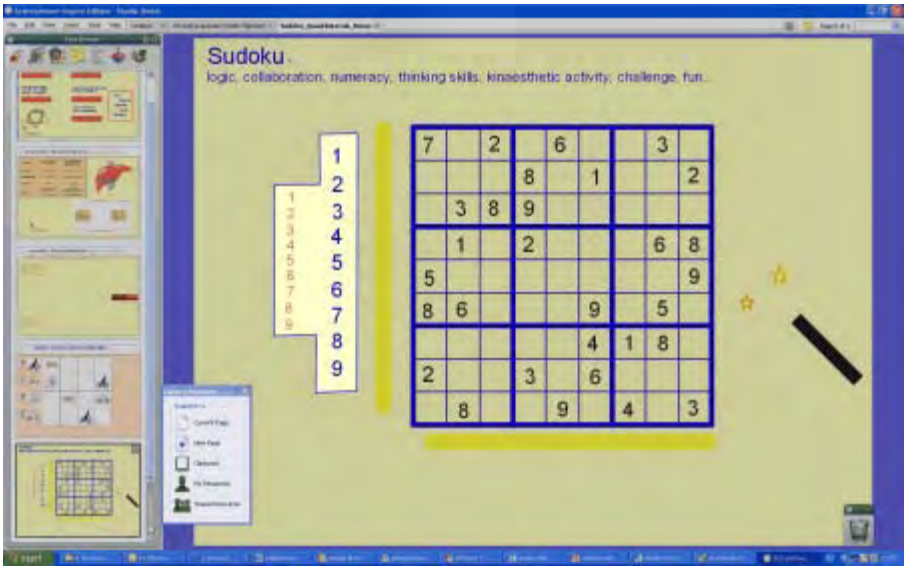
A dotted line in a rectangle shape will appear on your screen. The rectangle can be positioned anywhere on your screen by a click inside the rectangle shape and drag it to another part of the screen. It can also be resized using the Sizing Handles that surround the border. Move these around until the shape contains the image you want to photograph, then choose from one of the paste options available from the Photograph toolbox.



Point to Point

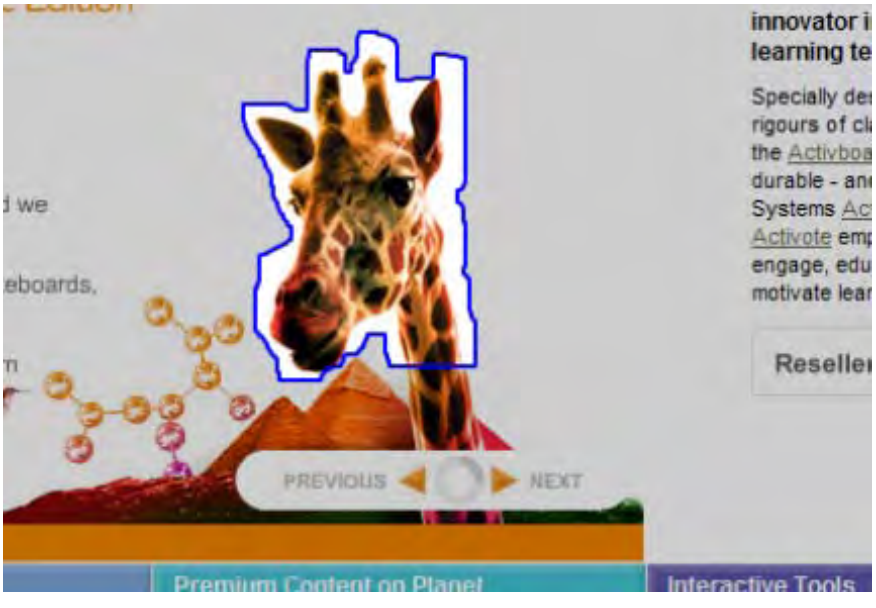
Allows you to capture an irregular shape made up from straight lines. The first click starts the shape. Every time you click, you add another node to the shape so you can move the line in another direction. To end the shape, click close to the first point and ActivInspire will automatically close the shape for you. A preview of your photograph will appear on screen surrounded by a pink background. Choose from one of the paste options available from the Photograph toolbox.

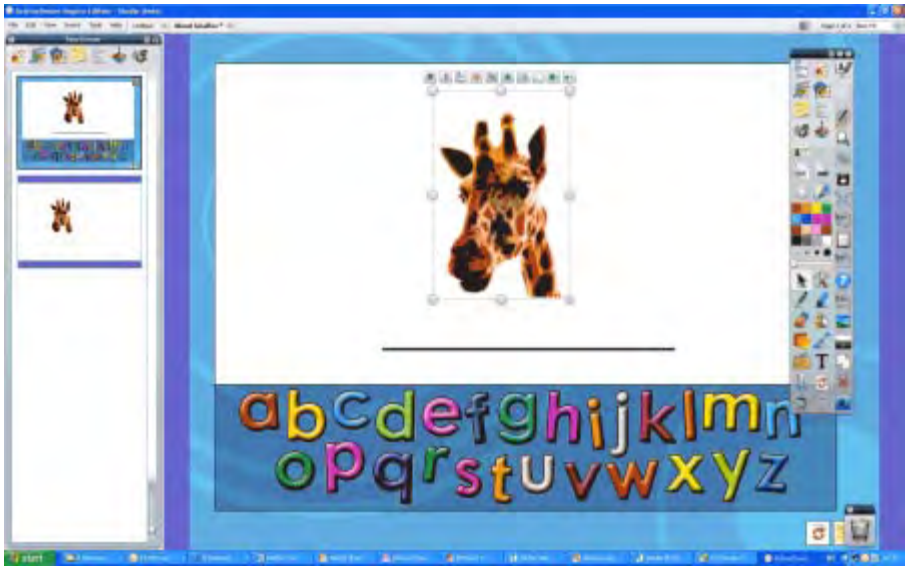




Freehand

Allows you to capture an irregular shape using freehand lines. Click and drag the cursor to start the capture. As you move the cursor, a dotted line follows it to define the capture area. To end the shape, just release the click and ActivInspire will close the shape by placing a straight line between the first and last point. A preview of your photograph will appear on screen surrounded by a pink background. Choose from one of the paste options available from the Photograph toolbox.



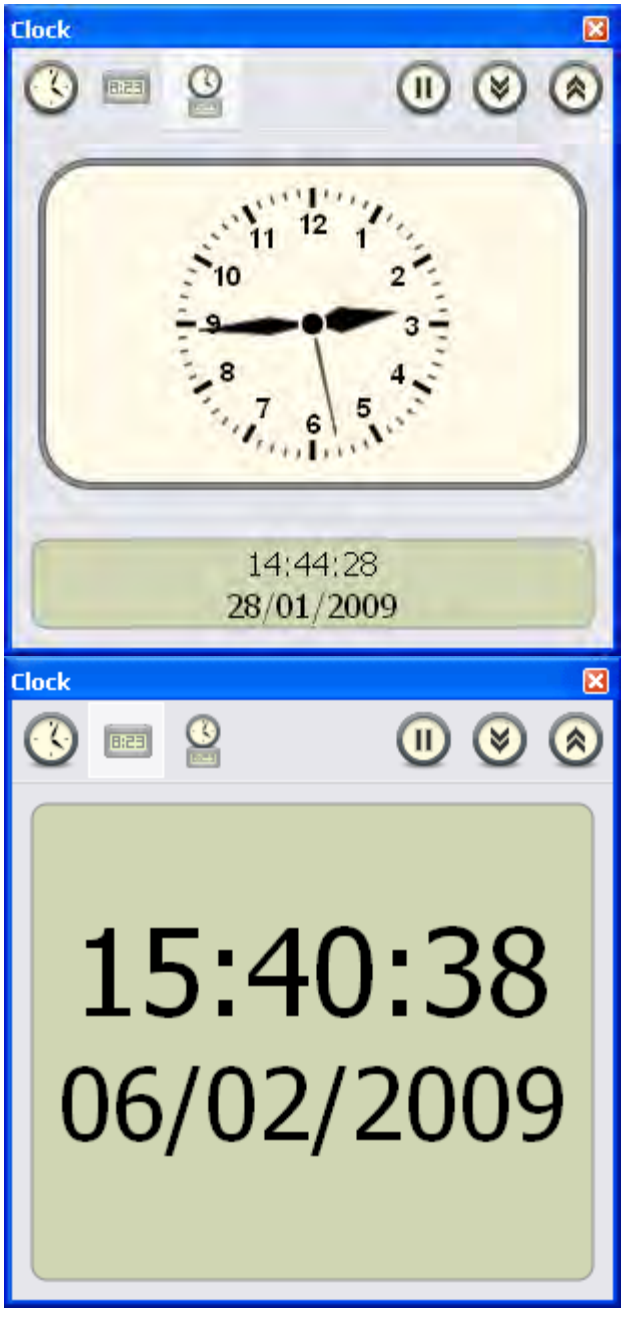

abcdefghijklmn
opqrstuvwxyz

Using the Clock

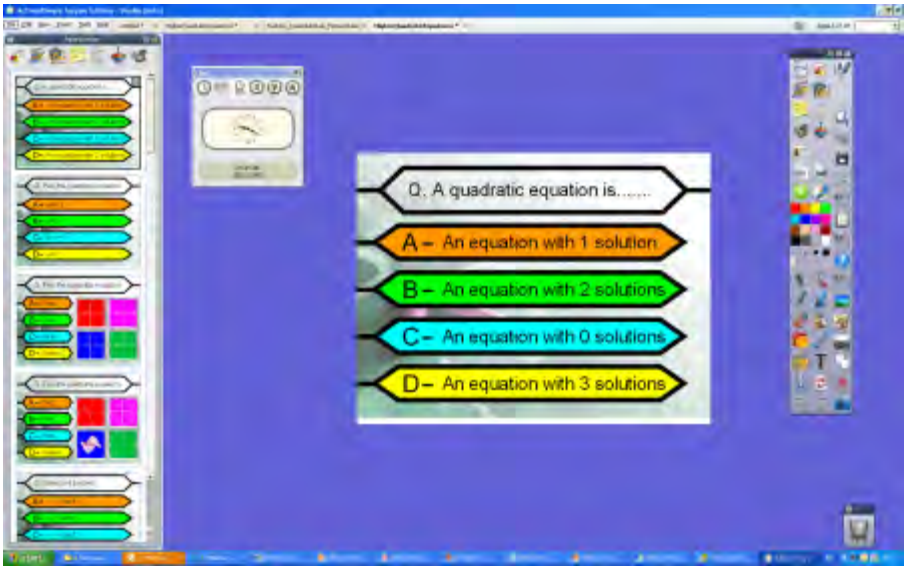
Use the clock to show the time on the board. You can also do a countdown and have automated flipcharting actions.

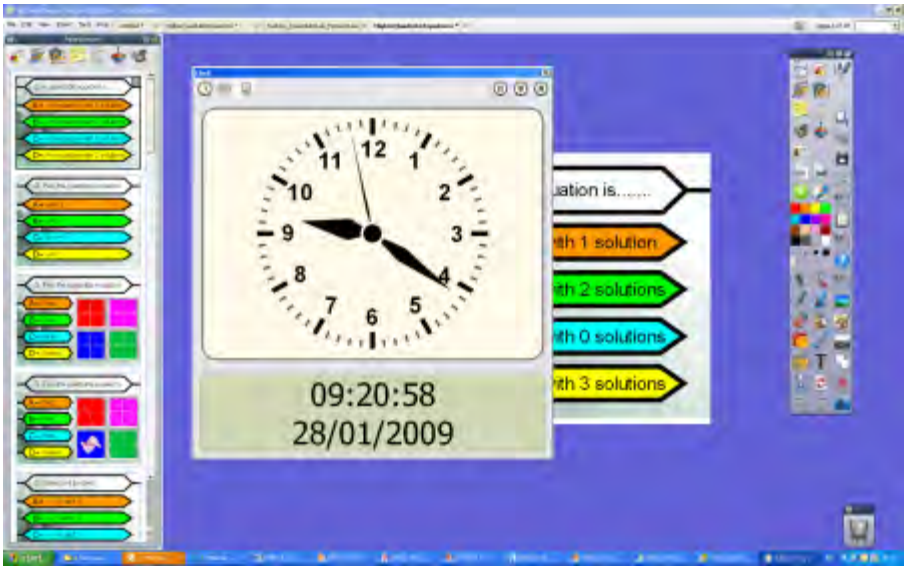
From the Tools Menu, select More Tools > Clock.

The clock is displayed in a box.



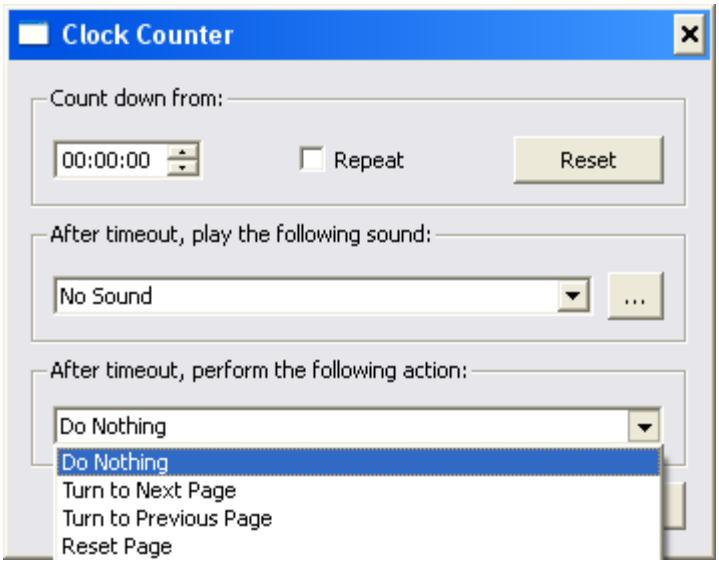
- Click on the icons in the box to toggle between clock displays – analog, digital and both.
- Click and drag the sides or the corners of the box to change the size of the box and the clock.





- Click on the button with the pause symbol to pause the clock.
- Click on the down arrow to count down from a time.
- Click on the up arrow to count up from a time.
- Click on X to close the clock.

Clicking on either arrow opens the 'Clock Counter' Dialog Box.



Set the time in the format 00:00:00 (hr:min:s).

Check the Repeat box to repeat the counting action until the clock is closed.

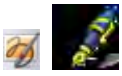
Drop-down menus let you:

- Choose a sound to play after the timeout.

- Choose a page turn or page reset action after the timeout.

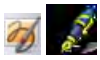
If you choose Turn to Next Page and you have checked the Repeat box, blank pages will be added to the flipchart until the clock is closed.

Click Reset to return to the default settings for the Clock Counter.

Using Handwriting Recognition 

The Handwriting Recognition Tool is in the Tools Menu.

Use this to convert freehand annotations into text, if you prefer the display appearance of formatted text in your flipchart. ActivInspire can do this in real time as you write at the board. As well as recognizing handwriting and shapes within ActivInspire, the Handwriting Recognition Tool can also recognize handwriting in other applications, for example Microsoft Word®.

1. Select Handwriting Recognition 
2. Write a word on the page. Wait for it to be converted to text.
3. If the word has not been converted correctly, click on the Alternatives icon for more options. Click on the correct option.

4. Write another word or click on a different tool.

The new text object takes on the most recent text settings.

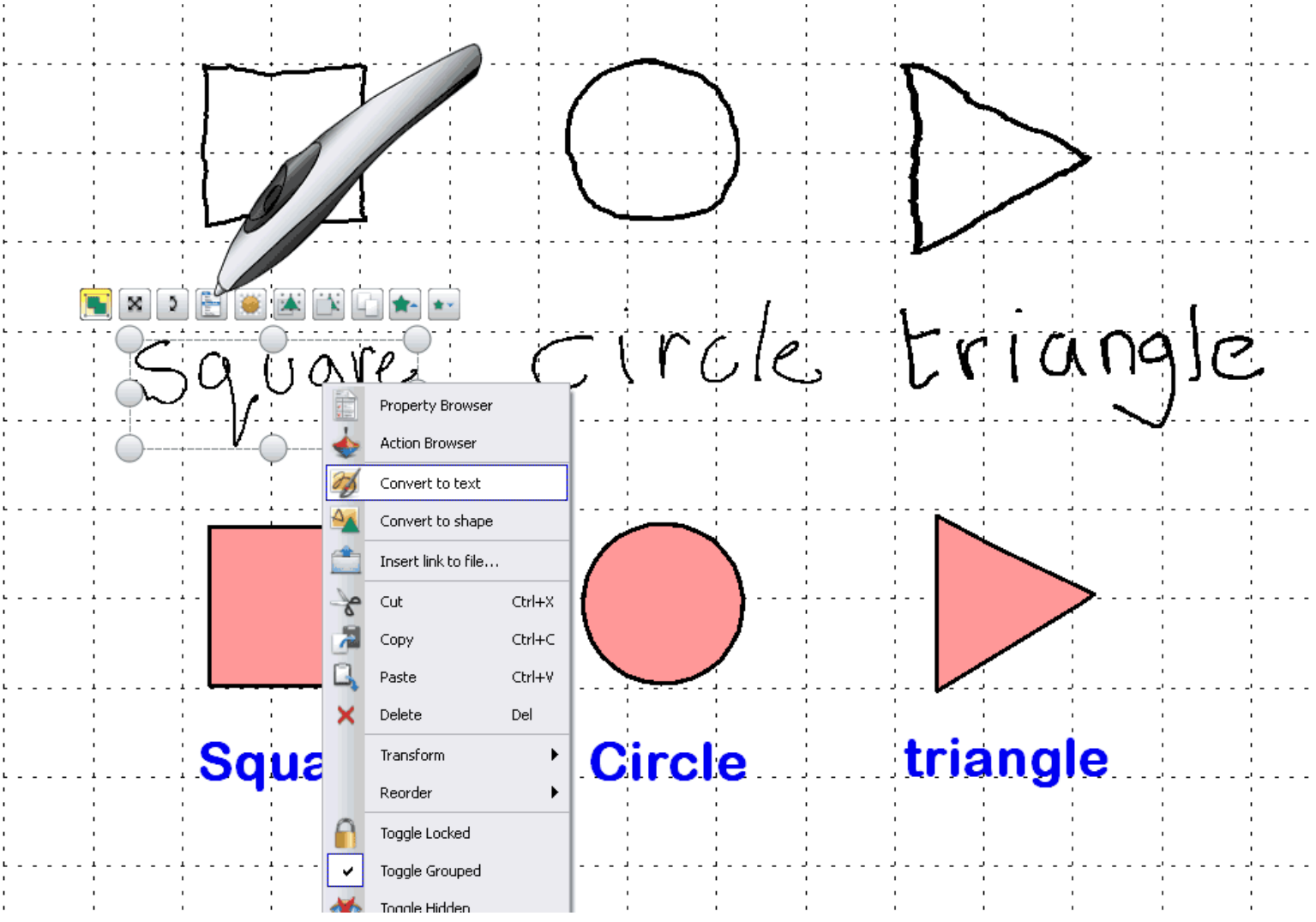
When the annotation becomes a text object, it moves to the middle layer, and you will not be able to use the Eraser Tool.

Select the (converted) annotation, then click on the Text Tool to display the Format Toolbar.

Highlight the text and format it.

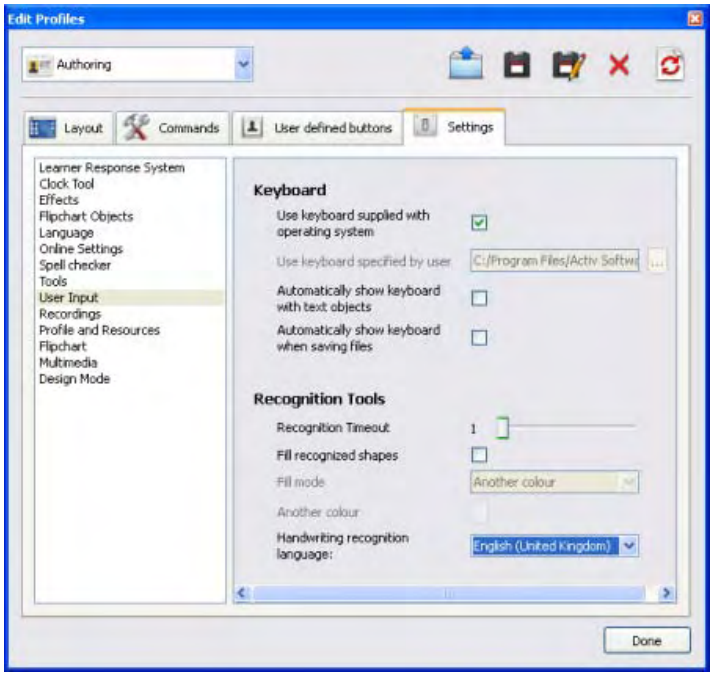
You can finish a section of writing and convert it to text later:

From the Object Edit Menu , select Convert to text.



Options and Settings

Recognition Tools options and settings are in the 'Settings' Tab of the 'Edit Profiles' Dialog Box:



- Recognition Timeout – The slider adjusts the timeout between 1 and 5 seconds.
- Fill recognized shapes – Check the box to fill enclosed shapes produced by conversion. Fill color options become available – you can fill the shape with the outline color, or check the Another color box and select accordingly.
- Handwriting recognition language – For details of the available languages, see Reference > Settings > Language.

Using Shape Recognition

Freehand drawing annotations can be converted into shape objects as you draw at the board with the ActivPen.

The Shape Recognition Tool is in the Tools Menu.

As the annotation becomes a shape object, it moves to the middle layer.

When you select the new shape, you can transform it using:

- The Marquee and Sizing Handles.
- The Main Toolbox.
- The Property Browser.

While the object is in the middle layer, you will not be able to use the Eraser . If you move the object to the top layer, you will be able to use Magic Ink .

Settings and Options

Select File > Settings > Edit Profiles > Settings > User Input

If you prefer to work without enabling Shape Recognition, you can convert a freehand annotation to a shape object at any time.

Right-click on the annotation and select Convert to shape.

Using Magic Ink

Here we introduce Magic Ink and show you how to use it.

You can use Magic Ink to make any 'top layer' object (or part of an object) invisible. Think of Magic Ink as a pen that can draw a 'see through' annotation on the top layer. Magic Ink allows you to punch holes through the objects on the top layer, so that you can see the objects on the layers beneath.

Example 1

Add an image from the Resource Library. The image will be on the middle layer of the page. Then select the Pen Tool and set the width to wide, color over the image until it is completely obscured. This pen annotation will be on the top layer. Finally use Magic Ink to remove the pen annotation to reveal the image beneath.

Example 2

Add two photographs of the same landscape scene, one taken in winter, one in summer. Place the winter photo on the top layer so that it is positioned exactly over the summer photo. Then use Magic Ink to gradually erase the winter image to reveal the summer image beneath.

Why does Magic Ink only work on some items?

The annotations you create with Magic Ink are themselves objects. So you can use Magic Ink to conceal objects you want to reveal later.

Layers and stacking are important when using Magic Ink:

- Magic Ink works only on the top layer.
- On the top layer, Magic Ink only works on items lower in the stacking order.
- Any item placed on the top layer can, therefore, be made invisible with Magic Ink.

For more information, see Using layers and stacking.

Change the size of the Magic Ink nib

In the Main Toolbox:

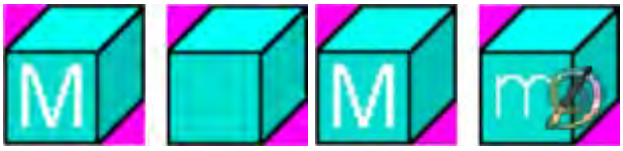
- Click on one of the preset widths, or
- Use the Pen width slider to choose any size between 1 and 100 pixels.

See through an annotation

To see through an annotation:

1. From the Tools Menu, select Magic Ink.
2. Click and drag the cursor over the annotation you want to see through.

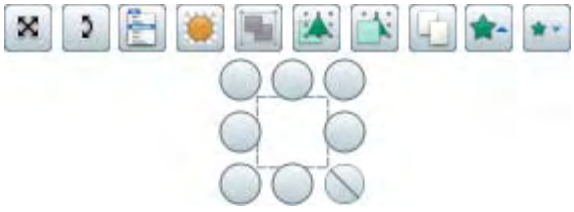
Before and after...



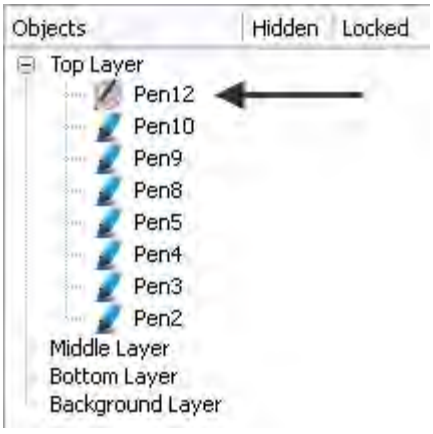
Find a Magic Ink annotation

To find out if a flipchart contains any items created with Magic Ink:

1. Open the Object Browser and look for objects with the Magic Ink icon, like the one indicated in the example on the right.
2. When you click on the item in the Object Browser, it is selected on the flipchart page:



Now you can move the Magic Ink annotation, delete it, or change it in some other way.



Alternatively:

Move the cursor over the Magic Ink annotation (you can tell that you are in the right place when the cursor looks like this).

Delete Magic Ink

You can delete Magic Ink annotations like any other objects:

- Select the Magic Ink annotation on the flipchart page, or in the Object Browser and press Delete, or
- Drag and drop the annotation into the Trashcan.

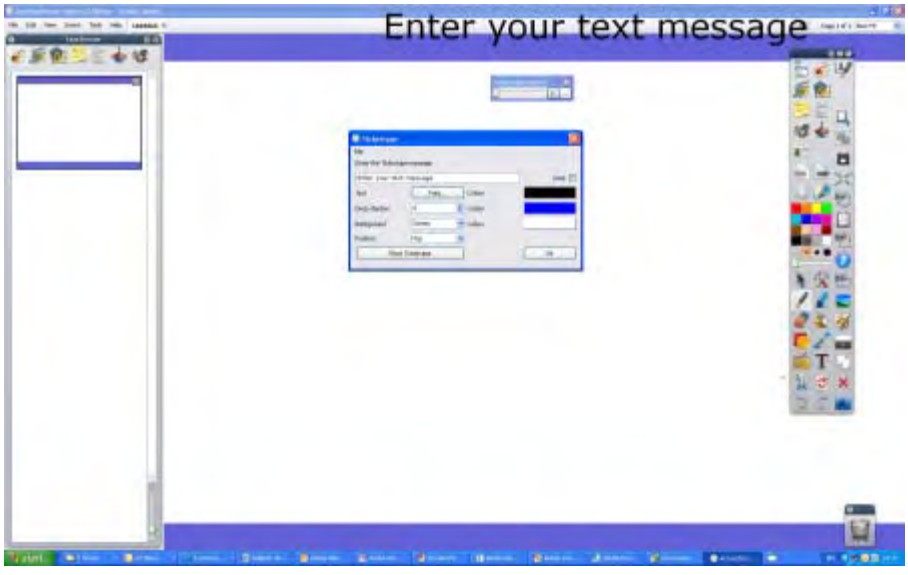
Using Tickertape

From the Tools Menu, select More Tools > Tickertape. Three items are displayed in the 'Tickertape' Dialog Box:

- The default scrolling tickertape message.
- Continuous preview responds instantly to changes.
- The tickertape controller.

You can:

- Adjust the speed with the slider.
- Pause or resume playback.



To enter the tickertape message:

Type a tickertape message into the textbox.

Lengthy messages combined with large font sizes, require large amounts of memory. In extreme cases, you may find the tickertape message will not display.

Shadow

Enter a number into the Drop textbox to add or change the size of the shadow. A zero indicates no shadow is required. Any changes to the shadow are displayed immediately on the scrolling message, allowing you to review your tickertape. Click on the Color box to view the Color Palette and select a different color for the shadow.

Background

Select the Screen radio button to select the current screen as the background for your tickertape.

Select the Color radio button if you would prefer the tickertape to scroll across a plain color background strip. Click on the Color box to view the Color Palette and select a different color for the tickertape background.

Font...

Allows you to alter the font, size, style and script attributes for the current tickertape.

Test

Click on this button to test your tickertape.

Loop

Select the checkbox to ensure the tickertape will scroll continuously until interrupted by a right-click on the message itself

Position

Click on the drop-down arrow and select Top, Middle or Bottom from the list to specify the scroll position of the tickertape.

Make Default

Click on this button to remember the current tickertape settings for the next time you define a tickertape.

Using the Revealer

The Revealer simulates a roller shade or blind. The flipchart page is covered and the cursor becomes a shade pull. You reveal the page gradually, moving the cursor inward from any side of the page. While the Revealer is enabled it will cover all flipchart pages by default.

To use the Revealer, select Tools > Revealer.

To disable the Revealer:

In the Property Browser, select Page Tools > Tools Off from the Drop-down Menu.

To change Revealer settings:

1. From the File Menu, select Settings. The 'Edit Profiles' Dialog Box opens.
2. Select Effects.
3. To change the color, double-click the box next to Color. The Color Palette opens.
4. Select a color.
5. To save your changes, click Done.

If you have an ActivRemote presenter device, you can activate the Revealer from anywhere in the classroom.

To adjust the animation speed:

1. Select Effects as described above.
2. Move the slider from 1 (slow) to 20 (fast).
3. To save your changes, click Done.

Using the On-Screen Keyboard

The On-Screen Keyboard is in the Format Toolbar and in the Tools Menu under More Tools.

Use the On-Screen Keyboard to add text into your flipchart (or other applications) while presenting at the board.

With the Text Tool selected, and a text box open:

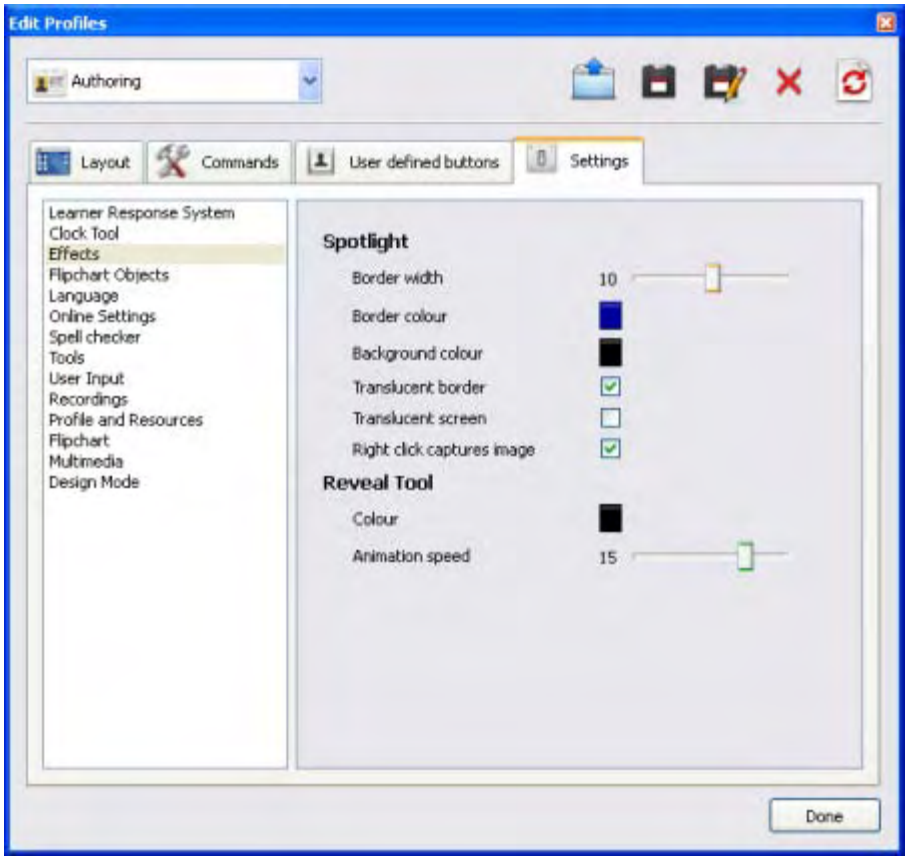
1. Click on On-screen Keyboard
   The keyboard opens. It contains the standard keyboard layout and keys. What it looks like depends on your computer's operating system.

2. To move the keyboard, click anywhere in the Titlebar of the On-Screen Keyboard, and drag and drop it elsewhere on your display.
3. To add text, with a text box open, click on any of the keys.
4. To close the keyboard when you have finished adding text, click on the X key.

Using the Spotlight

The Spotlight is a presentation tool. It masks part of the flipchart, so only a portion is visible. The default settings of a black background and circular white spotlight simulate an actual spotlight and help to focus attention.

From the Tools Menu, select Spotlight.



You can define options for displaying the Spotlight Tool in the 'Spotlight Settings' Dialog Box:

Border width

Move the slider to increase or decrease the width of the border, which surrounds the spotlight area. The range is between 0 and 20 pixels.

Border color

To change the color of the spotlight border, click on the Color Box and select a color from the CColor Palette.

Background colour

Click here to select the color of the non-spotlighted area when using the Spotlight Tool.

Translucent border

Select the checkbox if you would like to see through the spotlight border. Clear the checkbox if you prefer to have the spotlight border as a solid color.

Translucent screen

Select the checkbox if you would like to see through the spotlight screen (the darkened area that covers the Flipchart or Desktop window). Clear the checkbox if you prefer to have the spotlight screen as a solid color.

Right-click captures image

With one of the spotlights activated, right-click on the page and an image of the spotlight area will be pasted on your current flipchart page.

Using Teacher Lock

You can lock ActivInspire to prevent changes if you are away from the board.

From the Tools Menu, select More Tools > Teacher Lock.

The 'Teacher Lock' Dialog Box opens, certain features of ActivInspire are disabled.

To resume working with ActivInspire you have to enter the 'Teacher Lock' password from the computer keyboard. The default password is 1234.

To change the password, select Change Password and complete the fields in the 'Change Teacher Lock' Dialog Box.

Show

Using Math tools

This section describes:

- Using the Dice Roller
- Using the Calculator
- Using the Ruler
- Using the Protractor
- Using the Compass
- Setting the XY Origin

Reference

These reference sections list and briefly describe the purpose of the tools, menus, actions, properties and settings available in ActivInspire:

- Keyboard Shortcuts
- Customization Options
- Menus and Popup Menus
- Toolboxes and Toolbars
- Tools
- Actions
- Properties
- Settings

Tools

This section describes in detail all the tools available in ActivInspire. For each tool, we describe what it does, how to use it, what you can customize and where to find it by default.

Adding multimedia

You can have sound and video in your flipcharts, provided that your hardware supports them.

Sound files

Some sound files are provided in ActivInspire resources.

Display the Resource Browser and navigate to Shared Resources > Sounds > Animals > Bird.wav.

Drag the file to your flipchart. It is inserted as an image object with an applied action to play the file.

When you hover over the image the blue 'action associated' icon is shown.

When you click on the image the sound plays and the ActivInspire Sound Controller is displayed by default.

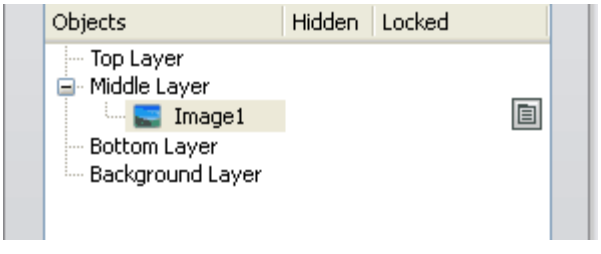
Select View > Sound Controller to hide the Sound Controller.

You can disable display of the Sound Controller from your profile:

Select File > Settings > Settings Tab > Multimedia and deselect the checkbox Show sound controller.

When you right-click on the image it is selected, as indicated by the Marquee Handles.

The Object Browser (below) shows the image and the Action Browser shows the applied action.



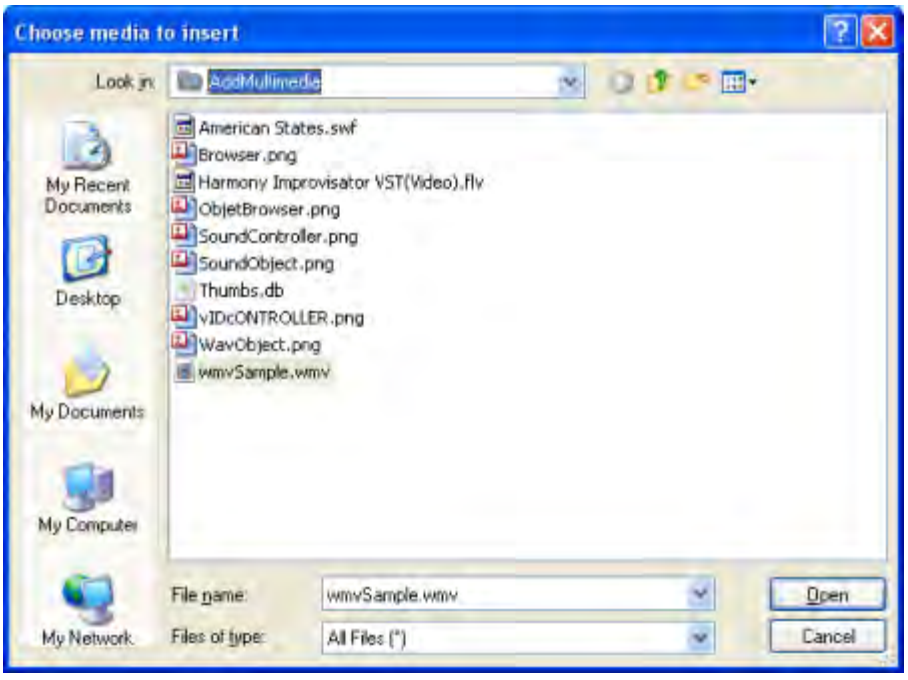
You can play two different types of sound file at one time. Two controllers are displayed, showing Track 1 and Track 2.

- Track 1 plays speech or sound audio files, such as: .wma .wav .snd .au .aif .aifc .aiff.

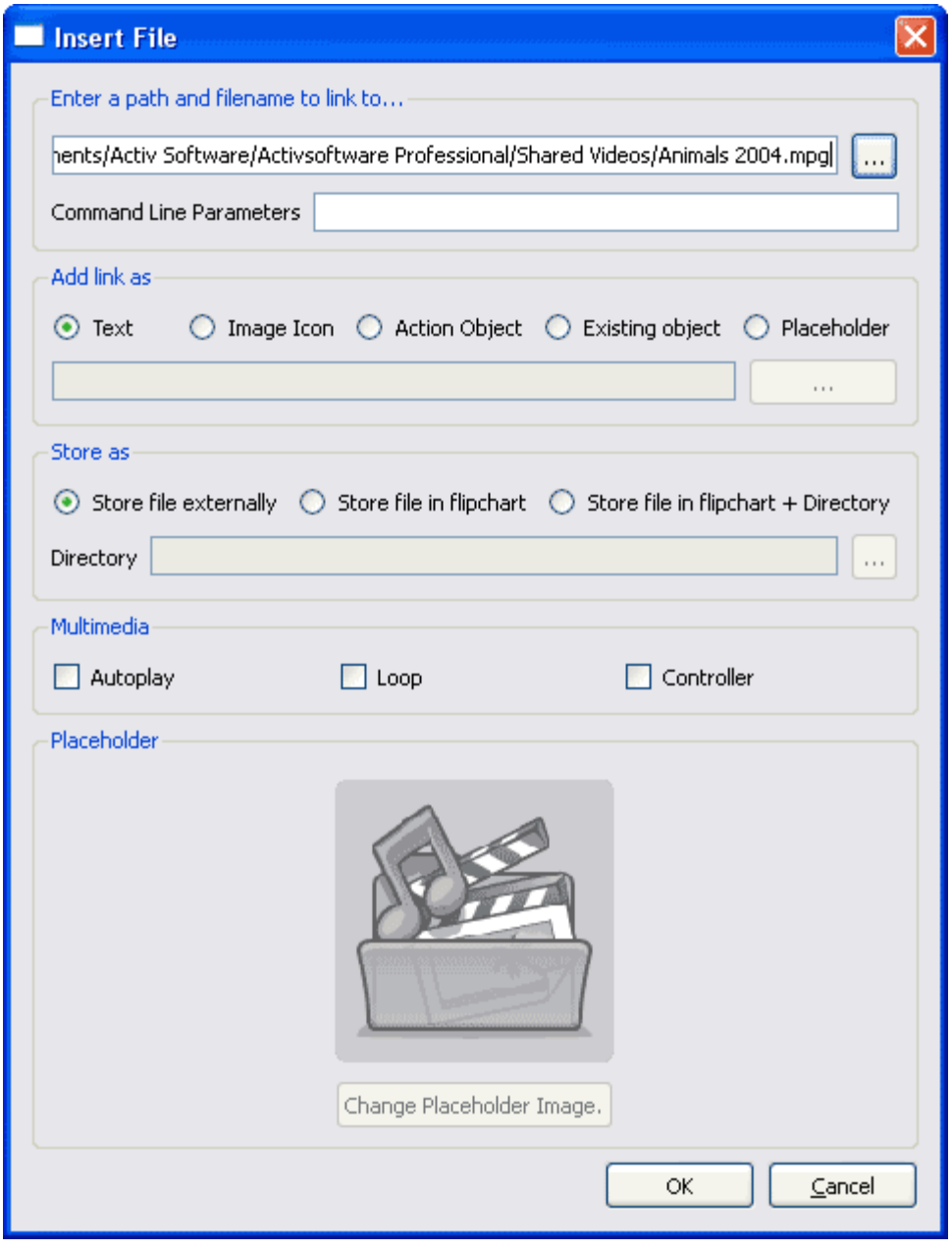
- Track 2 plays more complex audio files, such as: .mp3 .cda .mid .rmi .midi.

From the Menubar select Insert > Media.

The 'Choose media to insert' Dialog Box opens.



Select Insert > Link.


Insert File
Enter a path and filename to link to...
nents/Activ Software/Activsoftware Professional/Shared Videos/Animals 2004.mpg
...
Command Line Parameters
Add link as
Text
Image Icon
Action Object
Existing object
Placeholder
...
Store as
Store file externally
Store file in flipchart
Store file in flipchart + Directory
Directory
...
Multimedia
Autoplay
Loop
Controller
Placeholder
Change Placeholder Image.
OK
Cancel

Recordings

For details of how to access Settings, see Choosing application settings.

Settings	Options
Capture Frame Rate	Rate at which frames will be recorded in frames per second. Range = 1 - 10 Default = 5
Record audio	☑ Default = Record sound while you create your video. ☐ Do not record sound.
Quick capture	☑ Optimize recording activities with lots of cursor movement over large, static areas. ☐ Default = Do not optimize.
Capture mouse pointer	☑ Default = Record cursor movements in your video. ☐ Do not record cursor movements.
Capture layered windows	Layered windows are used by applications to create translucent windows. For example, the translucent image that appears when you drag and drop an icon on your desktop. ☑ Record applications that use layered windows. Capturing layered windows can cause the cursor to flash when recording. This effect will not, however, appear in the actual video file. ☐ Default = Do not capture layered windows.
Disable hardware acceleration during recording	Hardware acceleration improves the performance of 3D graphics on your computer but can adversely affect the performance of the screen recorder. ☑ Default = Allow ActivInspire to switch off hardware acceleration at the start of the recording and restore it upon completion of the recording. ☐ Keep hardware acceleration switched on.
Hide screen recorder toolbox whilst recording	☑ Hide the Screen Recorder toolbox at the start of each new recording. When the toolbox is hidden, stop the recording by clicking the Screen Recorder icon. ☐ Default = Display the toolbox.
Sound Recording	Location where your sound recordings will be saved. Select from the drop-down menu:
Add To Flipchart	Default = Add a sound icon to your flipchart when you finish

	your recording. To play your recording, click on the icon, with Enable Actions activated.
Save To Disk	When you click on the Record icon, you are prompted to specify a file name and a location for your sound file before the recording begins.
Both	Be prompted to give your recording a name and to specify where you want to save it; an icon will also be placed on your flipchart.

Tools

For details of how to access Settings, see Choosing application settings.

Settings	Options
Default tool	Tool that is enabled when ActivInspire starts. Choose from the drop-down menu: Pen, Highlighter, Eraser or Select Tool. Default = Pen
Show pen width indicator	☑ Default = Show a small colored outline at the tip of the pen. The outline will be in the currently selected color. ☐ Do not show color at the tip of the pen.
Camera captures main toolbox	☑ ActivInspire's Main Toolbox will be included in your snapshot when you use the Camera. ☐ Default = The snapshot will not include the Main Toolbox.
Maths Tools	
Tool color	Default = Grey Click to change the color of your ruler, protractor or compass.
Tool text color	Default = Black Click to change the colorof the text on your ruler, protractor or compass
Translucency	Make the protractor, ruler or compass more or less translucent. Range = 20 - 255 Default = 255
Tool scale	Use the slider to increase or decrease the size of the math tools to suit the size of your display. Range = 50 - 200 Default = 150
Image fill tolerance	Applies to .jpg and .png graphic files. Use the slider to set how closely the Fill color must match a corresponding color in the selected file. A low tolerance means only closely matching areas of the graphic file will be filled, while a higher tolerance has the opposite effect. Range = 0 - 100 Default = 5
Highlighter Translucency	Use the slider to increase or decrease the translucency of the

	Highlighter. Range = 20 - 255 Default = 128
Dice Roller	
Dice speed	Use the slider to change the speed at which the dice will roll. Range = 3 - 11 Default = 7 seconds
Number of dice	Use the slider to change the number of dice. Range = 1 - 5 Default = 5
Calculator	
Use calculator supplied with operating system	☐ Default = Use the calculator supplied with ActivInspire ☑ Use the default calculator supplied with your operating system.
Use calculator specified by user	Click and browse to select another calculator.

Working with actions

In ActivInspire, you can associate an action with an object. This object then becomes an action object. When you click on the action object, the associated action happens. For example, a sound file or animation plays, or a different flipchart page opens. You can test actions immediately and they are enabled when you leave Design Mode.

There are several hundred actions available in the Action Browser, where they are presented in five different categories. You can either access actions by category, select from a list of all actions, or select one of the most popular actions from the 'Drag and Drop' Tab.

For details of all available actions, including the differences between ActivInspire actions and those created with previous generations of Promethean software, see Reference > Actions.

Here we introduce the action categories, describe how to add actions, show you how to drag and drop an action onto an object, give one example for each action category, then show you how to remove actions:

- Action categories
- Add an action
- Remove an action
- Examples
  - Drag and drop an action
  - Add a command action
  - Add a page action
  - Add an object action
  - Add a document/media action
  - Add a voting action

Action categories

Category	Description
Command Actions	Actions which run a command or start a tool.
Page Actions	Actions which work with flipchart pages.
Object Actions	The widest range of actions: show and hide items, rotate items, manipulate images and text, change an item's alignment or position.
Document/Media Actions	Actions which insert media or links, or open a document, file, or sound.
Voting Actions	Actions which start different LRS activities or tools.

Back to top

Add an action

To add an action:

1. Select the object on the page to which you wish to apply an action.
2. Open the Action Browser.
3. Scroll through the action list to select your required action.
4. At the bottom of the Action Browser, click on Apply Changes. This associates the chosen action with the selected object.

Some actions require you to add ‘Action Properties’ and are shown where necessary at the bottom of the Action Browser. For example the ‘Size Top Incrementally’ action allows you to provide a ‘target object’ to which the sizing action will apply and also to provide a ’Y’ property which allows you to specify the amount of sizing that will occur on the target object (in pixels).

If you select more than one object, you can use the Action Browser to apply the same action to all objects in the selection.

To add a Drag and Drop action:

1. Select the object.
2. Open the Action Browser.
3. Click on the 'Drag and Drop' Tab.
4. Scroll through the action list to select your required action.
5. Drag and drop the action onto the object.

Remove an action

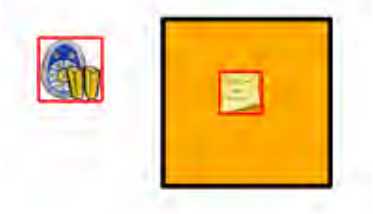
To remove a Drag and Drop action, click on the action icon (in our example, the Ruler icon in the red triangle) and drag and drop it into the Flipchart Bin.

To remove other actions:

1. With the Select Tool, drag around the action object to select it.
2. In the Action Browser, click on Remove Existing.

If you're not sure which flipchart pages contain action objects:

Switch to Design Mode. Actions are disabled and all action objects are identified by a red square.



Back to top

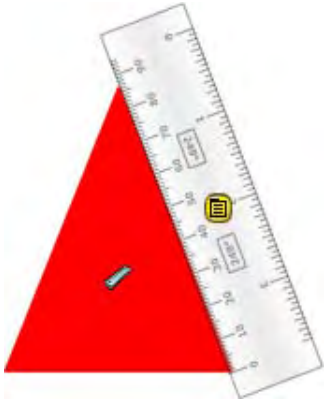
Drag and drop an action

This is the quickest way to add interactive elements to a flipchart:

1. Select the object.
2. In the Action Browser, open the 'Drag and Drop' Tab.
3. From the list select Ruler.

4. Drag and drop the Ruler action onto the action object, in our case a red triangle. The Ruler icon on the triangle and the action cursor indicate that the action has been added successfully.

5. Test the action. When you click on the red triangle, the Ruler appears. Use the Ruler as you normally would, then drag and drop it into the Trashcan.



You can repeat the action as often as you wish. It will remain associated with the object until you delete either the object or the action.

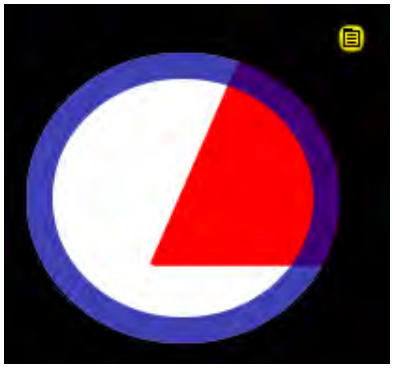
For details of all actions in this category, see Reference > Actions > Drag and Drop Actions.

Back to top

Add a command action

With the object selected and the Action Browser open:

1. In the 'Current Selection' Tab, select Command Actions.
2. Click on Circular Spotlight.
3. Click on Apply Changes.
4. Test the action. When you click on the object, the screen changes and the Circular Spotlight appears. Use the Spotlight as you normally would, then select Close from its Popup Menu.



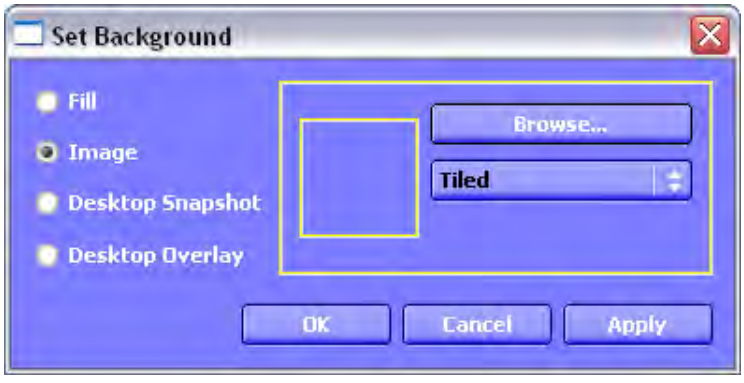
For details of all actions in this category, see Reference > Actions > Command Actions.

Back to top

Add a page action

With the object selected and the Action Browser open:

1. In the 'Current Selection' Tab, select Page Actions.
2. Click on Set Background.
3. Click on Apply Changes.
4. Test the action. When you click on the object, the 'Set Background' Dialog Box opens. Choose the background and layout, then click on OK to close the dialog.



For details of all actions in this category, see Reference > Actions > Page Actions.

Back to top

Add an object action

Some object actions give you a choice: you can make the action object itself the target of the action, or make the action happen to another object altogether. Here we show you an example of both.

Action object is target object

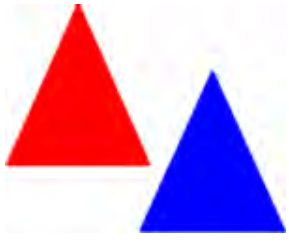
With the object selected and the Action Browser open:

1. In the 'Current Selection' Tab, select Object Actions.
2. Scroll down and click on Reflect.
3. In 'Action Properties', click on the Selector button .The 'Select Object' Dialog Box opens.
4. Select the object, in our example a speech bubble.
5. Click on Apply Changes.
6. Test the action. When you click on the speech bubble, it is reflected. It now points at the other face.

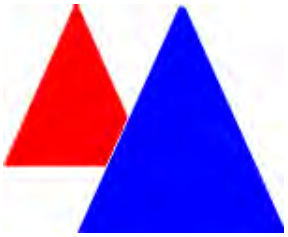
Action object ***is not*** target object

With the action object selected, in our case the red triangle, and the Action Browser open:

1. In the 'Current Selection' Tab, select Object Actions.
2. Scroll down and click on Original Size.
3. In 'Action Properties', click on the Selector button .The 'Select Object' Dialog Box opens.
4. Select the target object, in our example the blue triangle.
5. Click on Apply Changes.



6. Test the action. Make the blue triangle larger or smaller. When you click on the red triangle, the blue triangle returns to its original size.



For details of all actions in this category, see Reference > Actions > Object Actions.

Back to top

Add a document/media action

With the object selected and the Action Browser open:

1. In the 'Current Selection' Tab, select Document/Media Actions.
2. Click on Open Website.
3. In 'Action Properties', type in the URL of the website you want to associate with the object, for example, www.prometheanplanet.com.
4. Click on Apply Changes.
5. Test the action. When you click on the object, in our example an image of a flame, the Promethean website opens.

For details of all actions in this category, see Reference > Actions > Document/Media Actions.

Back to top

Add a voting action

With the object selected and the Action Browser open:

1. In the 'Current Selection' Tab, select Voting Actions.
2. Click on Start/Stop Flipchart Vote.
3. Click on Apply Changes.
4. Test the action. When you click on the object, voting starts. In our example, the object is a picture of the Start/Stop Flipchart Vote icon for ActivInspire Primary.

For details of all actions in this category, see Reference > Actions > Voting Actions.

Back to top

Command Actions

Use command actions to enable a tool, for example, the Clock , or to issue a command, for example, Close Flipchart, when you click on an action object.

The following table lists the actions and describes what happens when you click on the action object:

Action	Effect	More info...
1024 x 768 Flipchart	Creates a new 'Untitled' flipchart of the specified size.	Creating your first flipchart
1152 x 864 Flipchart		
1280 x 1280 Flipchart		
About	Opens the 'About ActivInspire' Dialog Box.	
Action Browser	Opens the Action Browser.	A tour of ActivInspire > Action Browser (Studio) A tour of ActivInspire > Action Browser (Primary) Working with Actions
Area Snapshot	Starts an area snapshot.	Reference > Tools > Camera Using the Camera
Calculator	Enables the Calculator.	Reference > Tools > Calculator Using the Calculator
Circular Spotlight	Places a circular spotlight on the current page.	Reference > Tools > Spotlight Using the Spotlight
Clock	Enables the Clock.	Reference > Tools > Clock Using the Clock
Close Flipchart	Closes the current flipchart.	
Compass	Enables the Compass.	Using the Compass Reference > Tools > Compass
Connector	Enables the Connector Tool.	Reference > Tools > Connector
Custom Size Flipchart	Creates a custom new flipchart of the size you specify.	
Dashboard	Opens the Dashboard.	Dashboard

Design Mode	Enables Design Mode.	
Dice Roller	Opens the 'Dice Roller' Box.	Using the Dice Roller Reference > Tools > Dice Roller
Dual User	Starts Dual User mode and enables the Dual Toolbox.	Reference > Tools > Dual Mode Working in Dual Mode
Edit Profiles	Opens the 'Edit Profiles' Dialog Box.	Reference > Settings Making profiles work for you
Eraser	Enables the Eraser.	Reference > Tools > Eraser Deleting stuff
Exit	Exits ActivInspire and prompts you to save changes if applicable.	
Fill	Enables the Fill Tool.	Reference > Tools > Fill Adding and manipulating shapes > Fill a shape
Freehand Snapshot	Starts an freehand snapshot.	Reference > Tools > Camera Using the Camera
Fullscreen Snapshot	Starts an fullscreen snapshot.	Reference > Tools > Camera Using the Camera
Grid Designer	Opens the Grid Designer.	Creating and editing grids
Handwriting Recognition	Enables Handwriting Recognition.	Reference > Tools > Handwriting Recognition Using Handwriting Recognition
Help	Opens this help file.	
Hide Grid	Hides the grid.	
Highlighter	Enables the Highlighter.	Reference > Tools > Highlighter Writing on a flipchart > Add highlights
Magic Ink	Enables Magic Ink.	Reference > Tools > Magic Ink Using Magic Ink
New Flipchart	Creates a new 'Unnamed' flipchart.	
Notes Browser	Opens the Notes Browser.	A tour of ActivInspire > Notes Browser (Studio) A tour of ActivInspire > Notes Browser (Primary) Creating page notes

Object Browser	Opens the Object Browser.	A tour of ActivInspire > Object Browser (Studio) A tour of ActivInspire > Object Browser (Primary)
On-screen Keyboard	Displays the On-screen Keyboard.	Reference > Tools > On-screen Keyboard
Open From My Flipcharts	Opens the 'Select a flipchart' Dialog Box, so that you can browse to and select a flipchart.	First steps with ActivInspire > Opening a flipchart
Page Browser	Opens the Page Browser.	A tour of ActivInspire > Page Browser (Studio) A tour of ActivInspire > Page Browser (Primary)
Page Zoom	Enables Page Zoom.	Reference > Tools > Page Zoom Viewing a flipchart > Zoom in and out (Studio) Viewing a flipchart > Zoom in and out (Primary)
Pen	Enables the Pen.	Reference > Tools > Pen Writing on a flipchart
Point to Point Snapshot	Starts a point to point snapshot.	Reference > Tools > Camera Using the Camera
Print...	Opens the 'Flipchart Print' Dialog Box.	First steps with ActivInspire > Printing a flipchart
Property Browser	Opens the Property Browser.	A tour of ActivInspire > Property Browser (Studio) A tour of ActivInspire > Property Browser (Primary) Changing object properties Reference > Properties
Protractor	Enables the Protractor.	Reference > Tools > Protractor Using the Protractor
Redo	Redoes the previous command.	Reference > Tools > Undo and Redo
Resource Browser	Opens the Resource Browser.	A tour of ActivInspire > Resource Browser (Studio) A tour of ActivInspire > Resource Browser (Primary) Working with resources
Revealer	Enables the Revealer.	Reference > Tools > Revealer

		Using the Revealer
Ruler	Enables the Ruler.	Reference > Tools > Ruler Using the Ruler
Save to My Flipcharts	Opens the 'Save the flipchart as...' Dialog Box, so that you can save the flipchart to your chosen location.	Saving a flipchart
Screen Recorder	Enables the Screen Recorder.	Reference > Tools > Screen Recorder Using the Screen Recorder
Screen Size Flipchart	Creates a new 'Untitled' screen size flipchart.	Creating your first flipchart
Search Resources on Promethean Planet	Opens the Promethean Planet website in your internet browser.	
Select	Enables the Select Tool.	Reference > Tools > Select
Shape	Enables the Shape Tool.	Reference > Tools > Shape Adding and manipulating shapes
Shape Recognition	Enables Shape Recognition.	Reference > Tools > Shape Recognition Reference > Settings > Shape Recognition Using Shape Recognition
Snap to Grid	Makes moved objects snap to the grid, regardless of whether the grid is visible.	Reference Tools > Snap to Grid
Solid Circular Spotlight	Enables the spotlight of your choice.	Reference > Tools > Spotlight Using the Spotlight
Solid Square Spotlight		
Sound Controller	Opens the Sound Controller.	
Sound Recorder	Opens the 'Sound Recorder' Popup Box.	Reference > Tools > Sound Recorder Using the Sound Recorder
Spellcheck Flipchart	Enables the Flipchart Spellchecker.	Reference > Tools > Flipchart Spellchecker Adding and formatting text > Spellcheck
Square Spotlight	Enables the square spotlight.	Reference > Tools > Spotlight Using the Spotlight
Teacher Lock	Opens the 'Enter Teacher Lock password' Dialog Box.	Reference > Tools > Teacher Lock Using Teacher Lock
Text		Reference > Tools > Text

	Enables the Text Tool.	Adding and formatting text
Tickertape	Opens the 'Tickertape' Dialog Box.	Reference > Tools > Tickertape
Timestamp	Applies a timestamp to the current flipchart page.	
Toolbox Rollup	Rolls up the Main Toolbox.	
Undo	Undoes the previous command or action.	Reference > Tools > Undo and Redo
Voting Browser	Opens the Voting Browser.	A tour of ActivInspire > Voting Browser (Studio) A tour of ActivInspire > Voting Browser (Primary) Using Learner Response Systems
Web Browser	Opens your web browser.	
Window Snapshot	Places the Camera into 'Window snapshot' mode, letting you select one of the currently visible windows to capture.	Reference > Tools > Camera Using the Camera
XY Origin	Turns on the XY Origin Tool, around which all selected objects will be rotated.	Reference > Tools > XY Origin

Writing on a flipchart

When you are working at the board and do not want to use your computer keyboard, you can write on your flipchart with the Pen

Here we show you how to:

- Write with the Pen
- Add highlights
- Change the Pen and Highlighter width
- Change the color

All the tools we describe in this section are in the Main Toolbox.

Write with the Pen

When you run ActivInspire, the Pen is enabled by default, so that you can start writing immediately. At other times, you may have to click or tap on it to select it.

With the Pen enabled:

1. Position the cursor where you want to begin.
2. Tap and drag to draw a line or shape, or write a word. Whatever you draw or write appears in the currently selected Pen color on the flipchart.

Every time you write on a flipchart, you create an annotation.

The Pen remains enabled until you select another tool.

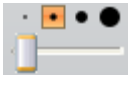
Add highlights

To make some or all of your text stand out:

1. Click on the Highlighter The cursor changes to a little highlighter with a circle.
2. Move the cursor to where you want to begin.
3. Click or tap, and drag to highlight an area of the flipchart.

Just like a real highlighter, you can use the Highlighter on any area of your flipchart, not just on text.

Back to top

Change the Pen and Highlighter width 

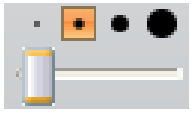
ActivInspire Studio

In ActivInspire Studio, the Pen width is set to 4 pixels, and the Highlighter to 20 pixels, by default.

To change the width:

1. Click on the Pen or Highlighter
2. Set the line width:

- Click on one of the presets: 2, 4, 6 or 8, for the Pen, and 10, 20,35 or 50 for the Highlighter, or
- Click and drag the width slider to choose any size between 0 and 100 pixels.



ActivInspire Primary

In ActivInspire Primary, you simply select a wider or narrower Pen or Highlighter from the Pen Tray.

Change the color

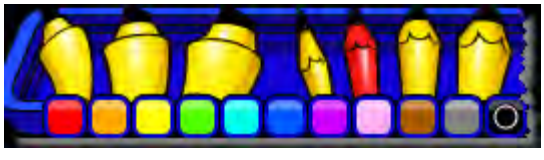
The Pen color is set to black, and the Highlight to translucent yellow, by default.

Quickest way (ActivInspire Studio)

1. Click on the Pen or Highlighter.
2. Click on another color in the Color Palette.

Quickest way (ActivInspire Primary)

1. Click on the Pen or Highlighter.
2. Click on another color in the Color Palette.

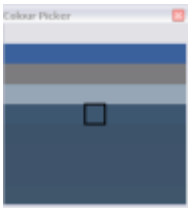


More choices (ActivInspire Studio)

1. Click on the Pen or Highlighter.
2. Right-click on the Color Palette. The Extended Color Palette opens.
3. You have three choices:
    - Click on one of the colors in the palette.
    - Use the Color Picker to pick a color from anywhere in the ActivInspire window.
    - Use the Color Dialog to mix your own color.

To pick a color from the ActivInspire window:

1. With the Extended Color Palette open, click on the Color Picker .The Color Picker box opens.



2. Move the Color Picker to the window area with the color of your choice. The Color Picker box shows the color at and near the Color Picker.
3. When the square at the centre of the box shows the desired color, click to add it to the Color Palette.

To mix your own color:

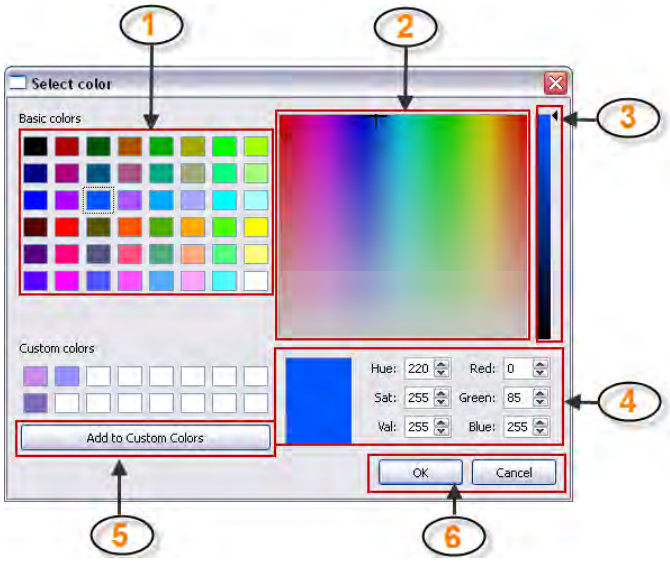
With the Extended Color Palette open, click on the Color Dialog icon. A dialog box specific to your operating system opens.

Example

The picture on the right shows the dialog box for the Windows operating system.

1. You can use it to:
    - Choose from 48 basic color.
    - Click anywhere in the Color Spectrum.
    - Click anywhere in the Color Spectrum, then use the slider on the right to make the color lighter or darker.
    - Click on the appropriate Up and Down icons to adjust the red, green, blue color balance, as well as the hue and saturation.
2. Click on Add to custom color.
3. Create as many custom colors as desired.
4. Click on OK to save the color, or Cancel to discard them.

Windows



1 Basic colors

2 Color Spectrum

3 Slider

4 Up and down buttons

5 Add to Custom Color button

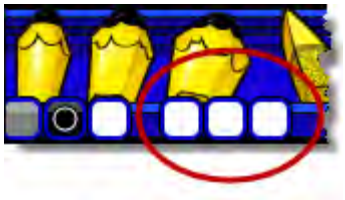
6 OK and Cancel buttons

ActivInspire saves your chosen Pen and Highlighter color and width settings. Next time you use these tools, they'll be set to use whatever color and width they were set to previously.

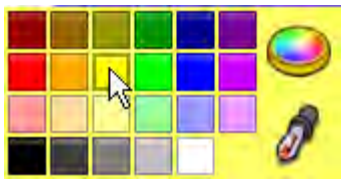
Back to top

More choices (ActivInspire Primary)

1. Click on the Pen or Highlight.
2. Right-click on one of the three blank color slots in the Pen Tray. The Extended Color Palette opens.



3. You have three choices:
    - Click on one of the color in the palette.
    - Use the Color Picker to pick a color from anywhere in the ActivInspire window.
    - Use the Color Dialog to mix your own color.



ActivInspire saves your chosen Pen and Highlighter color and width settings. Next time you use these tools, they'll be set to use whatever color and width they were set to previously.

Back to top

Page Browser

This Browser helps you to quickly put together the foundations of your flipchart. It displays thumbnails of pages in a film strip along the bottom edge of the display.

Use the Page Browser to:

- View the entire flipchart as page thumbnails.
- Navigate flipchart pages.
- Set the backgrounds and grids for pages.
- Organize your flipchart pages using drag and drop reordering, in addition to Cut, Copy, Delete and Duplicate commands.

Example

The picture on the right shows a flipchart with multiple pages in the Page Browser. You can see thumbnails of the first five pages in your flipchart. The Popup Menu icon in the thumbnail indicates that this is the current page. This means you can select an item or area on that page and work with it.

To display another page, click on its thumbnail.

To see thumbnails of other pages in the flipchart, click on the black triangles on the film reel.

Resource Browser

This browser helps you to quickly view, navigate and use the resources provided with ActivInspire to enrich your flipcharts. The Resource Library contains a huge range of games and activities, annotations, assessments, backgrounds, concept maps, images, shapes, sounds and other items too numerous to list. You can easily extend the library with your own and other people's resources and add resource packs from the Promethean Planet website on www.prometheanplanet.com, or from our partners.

The Resource Browser displays thumbnails of resources in a film strip along the bottom edge of the display.

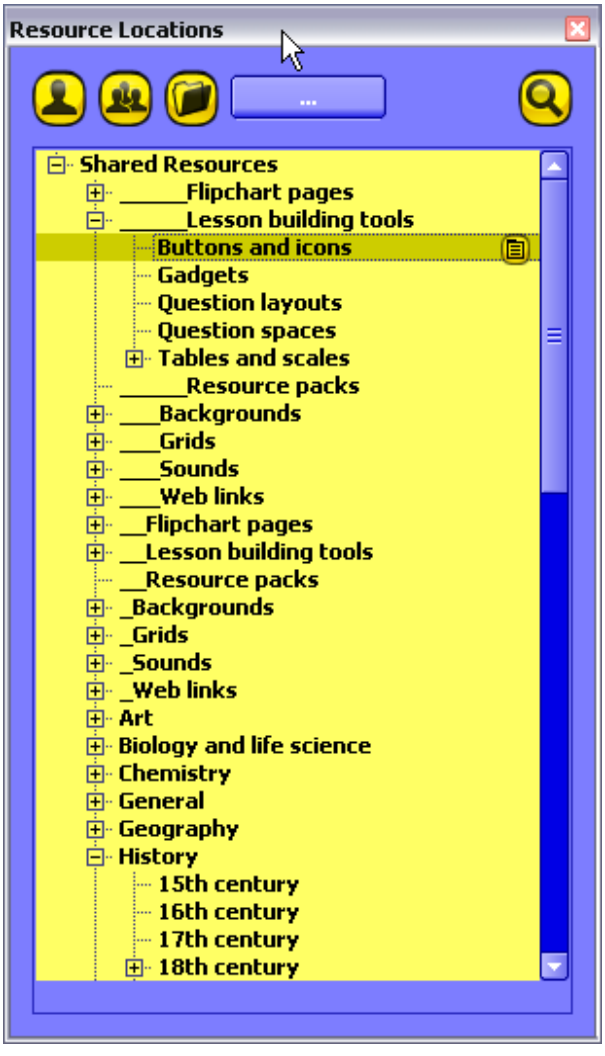
Use the Resource Browser to:

- Quickly navigate to and view all the resources in a particular folder, for example My Resources, Shared Resources or other locations on disk or on the network.
- Display thumbnails and filenames of selected resources.
- Drag and drop resources such as page templates, activity pages and question pages from the browser into your flipchart.
- Drag and drop your own creations from a flipchart page into a folder in the Resource Library.
- Change the transparency of a resource in your flipchart.
- Use the Rubberstamp to quickly create multiple copies of a resource in your flipchart.

Example

By default, the Resource Browser opens the Shared Resources folder. All resources provided with ActivInspire are organized by category and stored in clearly named folders.

The picture on the right shows some of the resources in the Shared Resources folder.



Click on the icons at the top to browse the following for resources:

- My Resources
- Shared Resources
- Another resource folder
- Another folder on your computer
- Promethean Planet

The 'Resource Locations' Popup Box shows the folders. Its Popup Menu allows you to import and export Resource Packs.

The 'Import' function is only available from the Popup Menu for the top level folder.

From there you can:

- Insert resources from the Resource Library into your flipchart
- Delete resources from the Resource Library.

The filmstrip at the bottom of the ActivInspire window shows thumbnails of the resources in

that folder and their filenames.

The picture on the right shows some buttons and icons in the Resource Browser.

The Tool Pod next to the Browser opens the Resource Library. There are also two useful tools for copying and changing resources:

Toggle Transparency lets you make the background color of an image resource transparent at the time you drag it onto the page.

Rubberstamp lets you quickly insert multiple copies of a resource into your flipchart.

Back to top

Object Browser

Here we introduce objects and the Object Browser:

- About objects
- About layers and stacking
- View objects
- Work with objects
- Example

About objects

In ActivInspire, everything you add to a flipchart is an object of one kind or another. For example, if you write something with the Pen, draw a shape, add a picture, or add a link to a sound file, each of these items is an object. You can add many different types of objects to a flipchart. The Object Browser helps you to keep track of the number and types of objects in your flipchart and to quickly get to grips with objects in a flipchart created by somebody else.

About layers and stacking

The Object Browser shows details of the objects on the current page. Although a page is flat, a flipchart page actually has four layers! These are like transparent sheets which only contain certain object types unless you move objects from one layer to another. Within a layer, you can stack objects on top of each other.

By default:

This layer...	Contains...
Top	Annotations: anything you draw with the Pen, Highlighter, or Magic Ink, a secret weapon which we introduce later.
Middle	Images, shapes and text objects.
Bottom	Anything you draw with the Connector, but you can also drag and drop other objects onto this layer.
Background	Backgrounds, grids and page color.

By selecting objects listed in the Object Browser you can drag and drop them between the first three layers in the Browser, but not the background layer. This directly alters their layering on the flipchart page. Layers are completely separate from each other. In other words, you can replace the background without affecting your images or annotations. Or you can annotate over your photographs and background without affecting other layers.

For more details, see Using layers and stacking.

View objects

Use the Object Browser to see at a glance:

- The display order of objects and which objects are on the top, middle and bottom layers of a page.
- Which objects are grouped together. This allows you to work on all of them at the same time.
- If a page contains any hidden objects.

- If a page contains any objects that are locked so that they cannot be moved.

Work with objects

Use the Object Browser to:

- Drag and drop objects from one layer to another.
- Group, stack and reorder objects.
- Show or hide objects.
- Lock or unlock selected objects, for example, if you are planning a student activity where only certain objects can be dragged and dropped and others must stay in place.

Back to top

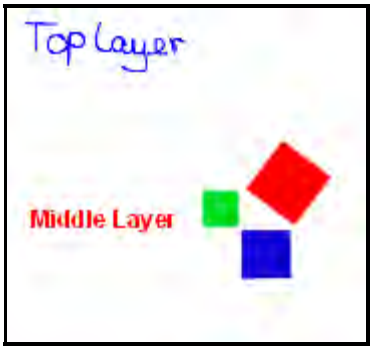
Example

The first picture on the right shows the objects on the current flipchart page.

The second picture shows what the details of these objects look like in the Object Browser.

You can see in the Layered Tab in the Browser, that all the objects are identified by:

- The icon of the tool that created them
- Name.



The Browser shows clearly which objects are on which layer:

There are nine objects in the top layer. These are the annotations written with the Pen

There are five objects in the middle layer:

The printed text created with the Text Tool and some shapes.

The triangle and squares created with the Shapes tool are in the middle layer by default.

The lock next to the Text object in the Browser indicates that the object has been locked in place. The lock is a toggle switch that allows you to quickly lock and unlock objects.

The crossed-out eye next to the triangle in the Browser indicates that the object is a hidden object. As you can see on the flipchart page, the triangle is not visible. The eye is a toggle switch that allows you to quickly show and hide objects.

Back to top

Object Browser
Objects
Hidden
Locked
Top Layer
Pen1
Pen15
Pen14
Pen13
Pen12
Pen11
Pen10
Pen8
Pen7
Middle Layer
Text1
trian...
Square
Square
Square
Bottom Layer
Backgroun...

Notes Browser

This Browser helps you to make your flipchart even easier to use, by allowing you to create, view and edit notes about your flipchart. You can use these notes in any way you choose. As you will know from experience, lesson notes can make the difference between an uninspiring lesson and one that flies. We therefore encourage you to make full use of the Notes Browser to enrich your own and other people's experience of teaching with ActivInspire.

Use the Notes Browser to:

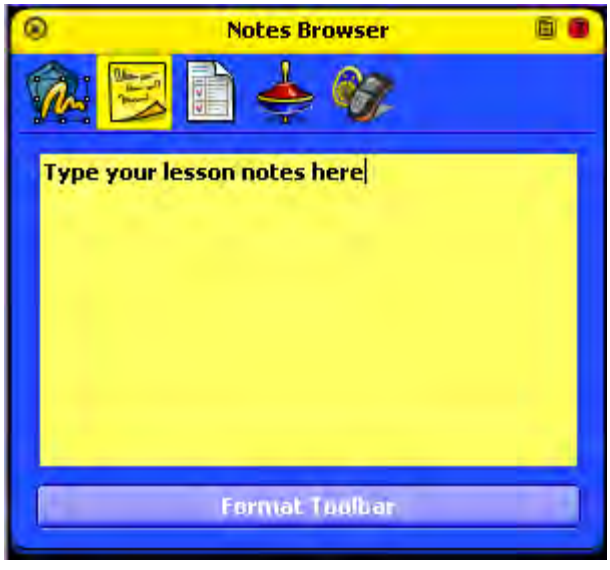
- Add your own notes and comments to a flipchart, helping to make it easier to share and reuse.
- If you are using a flipchart created by someone else:
  - View other teachers' notes and comments about their flipchart and add your own notes where appropriate.
  - View notes from publishers about how to best use their flipcharts and add your own notes if appropriate.

Example

The picture on the right shows the Notes Browser. You can type your notes as plain text, or open the Format Toolbar and format the text.

ActivInspire displays the Page Notes icon in the Menubar if the current flipchart page contains notes.

You can add notes to each page of a flipchart and print them, either with the flipchart pages, or separately.



Property Browser

This Browser helps you to see all of the properties of an object at a glance. It's a powerful tool for quickly adding interactivity to your lessons.

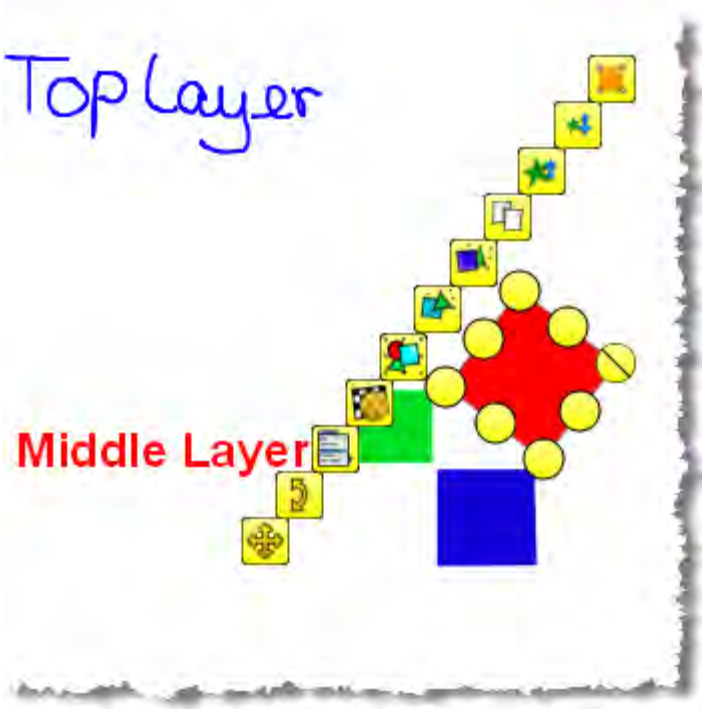
Use the Property Browser to:

- Display all the properties of an object. Slide the vertical scrollbar of the Browser up and down to see the complete range of properties available.
- View and manipulate the position and appearance of an object by changing its settings in the Property Browser. Of course, you can still control the position of an object by dragging and dropping it and edit it to change its color.
- Add interactive features to your flipchart and control how they can be used.
- Add permanently visible labels to objects, or add interactive fun by making a label appear only when the mouse cursor runs over the object.
- Control the behavior of an object by defining rules, called restrictors, that constrain its movement. This is a very useful feature if you want, for example, to create your own on-screen game.
- All properties are clearly categorized so that you can select properties by type.

Example

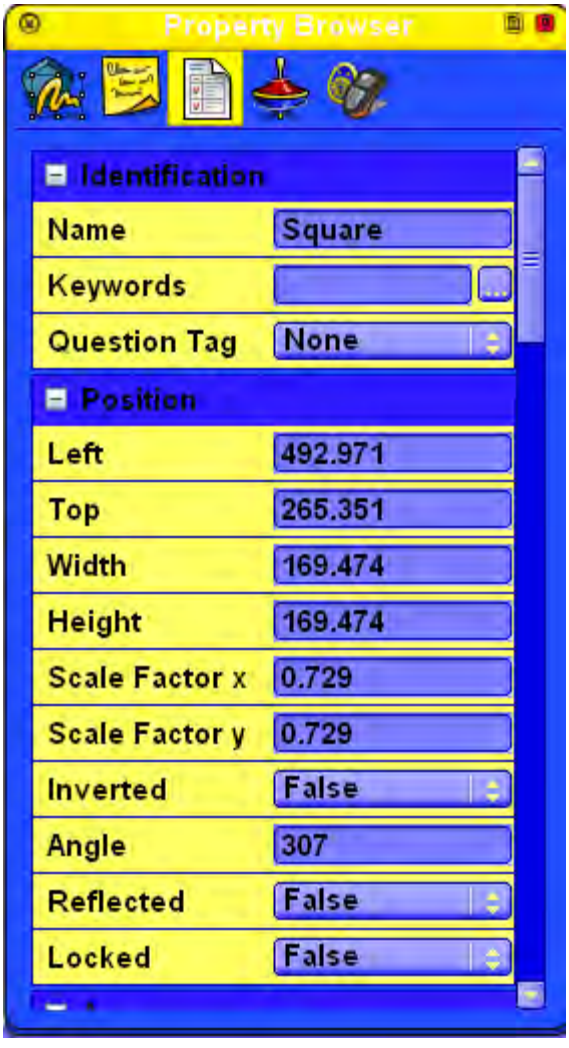
The first picture on the right shows all the objects on the page, with the red square selected.

On the flipchart page, you can also see the round Sizing Handles that surround the selected object. These indicate that you can move or resize the object. The row of square icons alongside the object are the Object Edit Menu and other Marquee Handles for working on the object.



The second picture shows what some of the properties of the red square look like in the Property Browser.

You can see the name of the object and some details of its position on the page. You can also see that the square is on the middle layer.


Property Browser
Identification
Name
Square
Keywords
Question Tag
None
Position
Left
492.971
Top
265.351
Width
169.474
Height
169.474
Scale Factor x
0.729
Scale Factor y
0.729
Inverted
False
Angle
307
Reflected
False
Locked
False

Action Browser

This Browser helps you to quickly associate an action with an object. This means that when you or someone else selects the object, the action that you have associated with the object will happen. For example, a tickertape will run, displaying your message, or a sound will play, or a flipchart vote will begin, to name just a few possibilities. All actions are clearly categorized, so that you can select actions by type. You can set up any number of actions in your flipchart to make your lesson as varied and interactive as you like.

Use the Action Browser to:

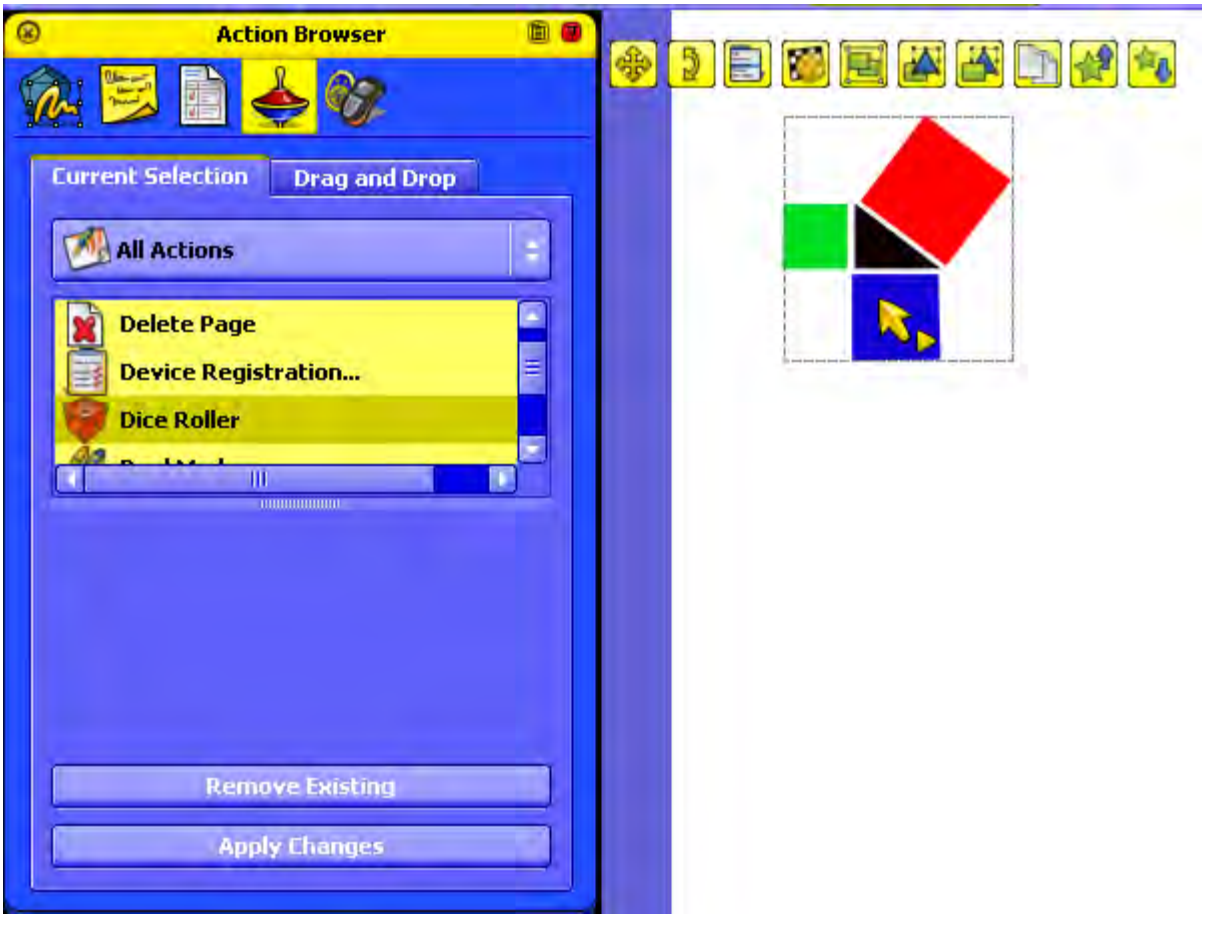
- Apply a command action to an object, for example, the Dice Roller, so that up to five dice will roll when someone selects the object on the board.
- Apply a page action to an object, for example, to go to the next page.
- Apply an object action to an object, for example, to change the size, position or translucency of an object.
- Apply a document or media action to an object, for example, to insert a link to a file or website.
- Apply a voting action to an object, for example to Start a Flipchart Vote.
- Remove an action that is no longer required.
- Preview an action to check that it does exactly what you want.

Example

The picture on the right shows the Action Browser. We have associated the Dice Roller with the blue square. You can tell that an action is associated with this object, because the cursor over the object has changed to a yellow Preview icon.

When you click on the square, the 'Dice Roller' Popup window opens and the dice roll. You can:

- Choose the number of dice to roll.
- Increase or decrease the speed.
- Roll the dice as many times as you wish.



- Send the total of all the numbers thrown to the current flipchart.

Roll the dice!

You need ActivInspire Professional to use the Action Browser.

Back to top

Voting Browser

This Browser helps you manage all aspects of registering your ActivSlate, ActiVote and ActivExpression devices, running your voting sessions, as well as recording, storing and browsing the results of such sessions.

Use the Voting Browser to:

- Register ActivSlate, ActiVote and ActivExpression devices.
- Assign students to devices.
- Toggle between anonymous and named voting.
- Select either ActiVote or ActivExpression devices for a voting session.
- Set, suspend or change the time allowed for responses.
- Start and stop voting.
- Show or hide the 'Vote Now' prompt.
- Browse voting results and export results to Microsoft Excel spreadsheets.

For details of how to register devices and use them in voting sessions, see Using Learner Response Systems.

Working with resources

This section contains more information about working with resources:

- About resources
- Adding resources to a flipchart
- Importing and exporting resource packs
- Working with your own materials
- Publishing flipcharts

Working with objects

This section contains more information about working with objects:

- Using layers and stacking
- Adding images
- Adding and removing links
- Adding multimedia
- Transforming objects
- Creating and editing grids
- Changing object properties

Making flipcharts interactive

This section contains information about adding interactive elements to your flipcharts:

- Creating containers
- Creating restrictors
- Working with actions

Importing and exporting files

Here we show you how to import files from other applications and export a flipchart page to a graphics file.

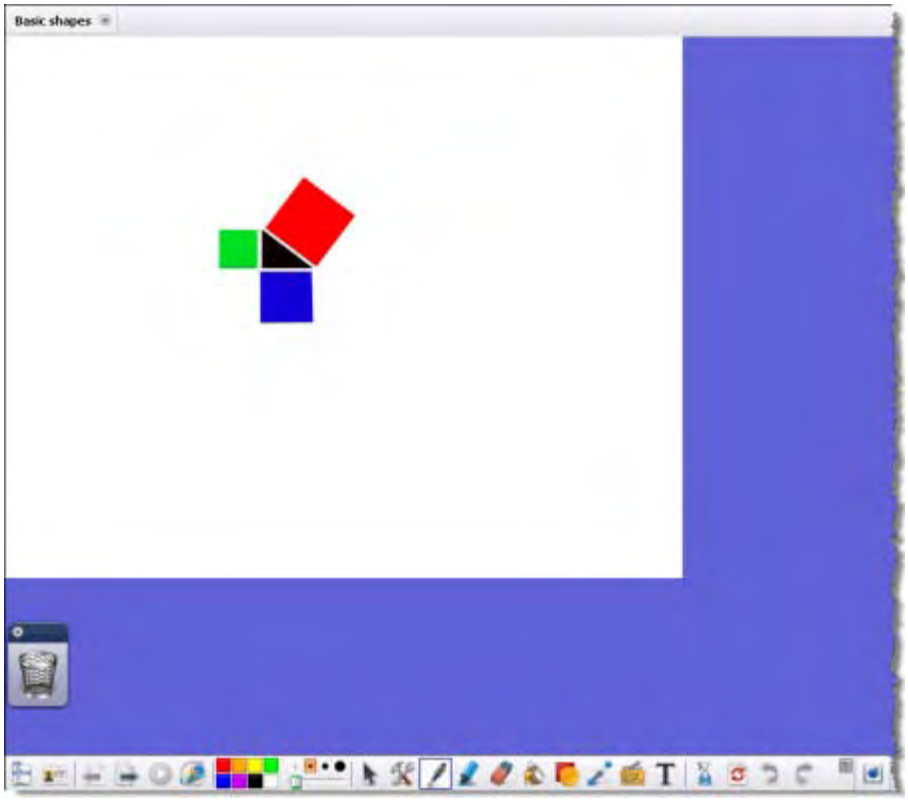
- Importing files
- Exporting files

Creating a profile

Your default profile evolves whenever you select or change something in ActivInspire. New tools appear in the Toolbox Shortcut Bar and perhaps you have opened or closed the Browser, pinned or moved the Main Toolbox, or changed the display so that you can use the World area. All these preferences are recorded in your default profile.

In the example on the right, you can see that:

- The Main Toolbox is docked along the bottom.
- The Flipchart Bin is above it on the left.
- The Browser is closed and
- The page size has been reduced to give access to the World area.



To create a profile:

1. From the Edit Menu, select Profiles . The 'Layout' Tab opens in the 'Edit Profiles' Dialog Box.
2. Click on options to select or change them.
3. Click on the 'Commands' Tab and add or remove tools.
4. Click on the 'User defined buttons' Tab and define your own buttons.
5. Click on the 'Settings' Tab, select an area from the left-hand pane and change its settings.
6. When you are satisfied with your profile, click on Save Profile As The 'Save Profile As' Dialog Box opens.
7. Type the name of your new profile, for example, 'Show world' and click on Save.
8. The new 'Show world' profile is now the current profile.
9. Click on Done.

For detailed information about how to customize each area (Steps 2. to 5.), see:

- Choosing the layout
- Choosing your tools
- Defining your own buttons
- Choosing application settings

Choosing the layout

Here we introduce the components of the ActivInspire window whose layout you can customize and show you how to do this:

- What can you customize?
- Open Layout Tab
- Save changes

What can you customize?

You can control the default position, visibility and behavior of toolboxes, toolbars, browsers and other areas of ActivInspire.

Here we briefly describe the available layout options.

Option		Description
Icon size		Set the icon size appropriate to working at the computer or at the board and to the age of your learners. The range is from16 to 32 pixels. The larger the number, the larger the icons in the ActivInspire window.
Main Toolbox		Position the Main Toolbox and control its behavior:
	Dock top, bottom, left, right or floating	Attach the Main Toolbox to the inside edge of the ActivInspire window in the chosen position, or leave it floating, so that you can drag and drop it as required.
	Display 8, 16 or 24 colors	Set the number of colors to be displayed in the Color Palette.
	Pinned, Rolled up, Rolled in	Pin the Main Toolbox, so it stays in place when you move the cursor to another part of the ActivInspire window. Or leave it unpinned, so that it rolls into the margin when not in use. Roll up the Main Toolbox, so that only the first row of icons in the toolbox is visible. Roll in the Main Toolbox, so that the Toolbox Shortcut Bar is hidden.
Dual Toolbox		Position the Dual Toolbox and control its behavior:
	Dock left, dock right or floating	Attach the Dual Toolbox to the inside edge of the ActivInspire window in the chosen position, or leave it floating, so that you can drag and drop it as required.
	Display 8, 16 or 24 colors	Set the number of colors to be displayed in the Color Palette.
	Pinned	Pin the Dual Toolbox, so it stays in place when you move the cursor to another part of the ActivInspire window. Or leave it unpinned, so that it rolls into the margin when not in use.
Browsers		Position the Browsers and control their behavior:
	Dock left, dock right or floating	Attach the Browsers to the inside edge of the ActivInspire window in the chosen position, or leave them floating, so that you can drag and drop them as required.
	Pinned	Pin the Browsers, so they stay in place when you move the cursor to another part of the ActivInspire window. Or leave them unpinned, so that they roll into the margin when not in use.
	Visible	Show or hide the Browsers.
Menubar		Position the Menubar and control its behavior:
	Dock top or dock bottom	Attach the Menubar to the top or bottom inside edge of the ActivInspire window.

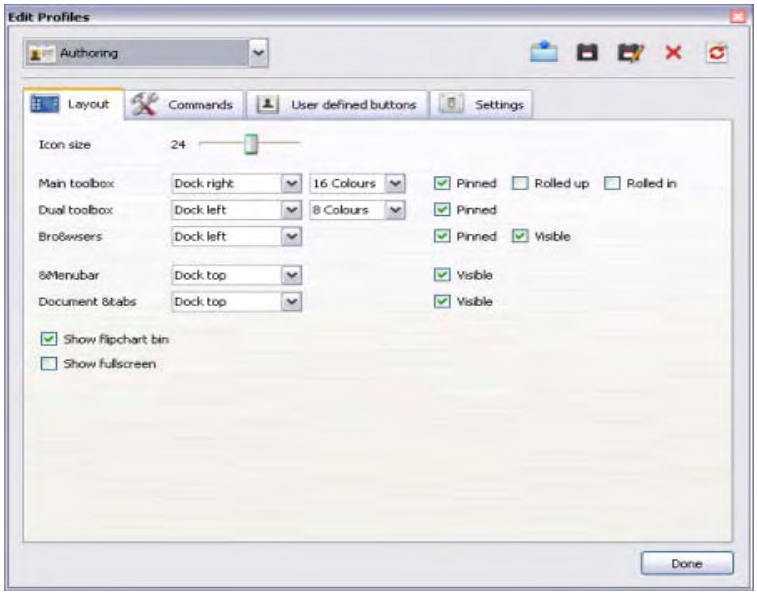
	Visible	Show or hide the Menubar.
Document Tabs	Position the Document Tabs and control their behavior:	
	The Document Tabs settings are not available for Mac®.	
	Dock top or dock bottom	Attach the Document Tabs to the top or bottom inside edge of the ActivInspire window.
	Visible	Show or hide the Document Tabs.
Show Trashcan	Show or hide the Trashcan.	
Show fullscreen	Show flipcharts in Fullscreen Mode, or in the size in which they were created.	

Back to top

Open Layout Tab

1. From the Edit Menu, select Profiles. The Layout Tab opens.
2. Select the profile whose settings you want to customize, or accept the default.
3. Select the components whose layout you want to customize.

ActivInspire Studio



ActivInspire Primary

Save changes

You can save the changes to the current profile, or to a new profile.

Save changes to the current profile

Click on Done.

Save changes to a new profile

1. Click on Save As The 'Save Profile As' Dialog Box opens.
2. Type the name of your new profile, for example, 'Show World' and click on Save.
3. The new 'Show World' profile is now the current profile.
4. Click on Done.

Back to top

Show

Choosing your tools

ActivInspire lets you add and remove tools to and from the Main Toolbox and customize the Marquee Handles that appear when you select an object.

1. From the File Menu, select Settings. The 'Edit Profiles' Dialog Box opens. The current profile is shown at the top-left.
2. From the drop-down menu, select the profile you want to edit, or accept the default.
3. Click on the Commands Tab.
4. From the drop-down menu, select tools to add to or remove from the Main Toolbox or to the Marquee Handles.

To add a tool:

1. Select the tool in the left-hand pane and click on Add. The tool appears in the right-hand pane.
2. To change its position in the toolbox, click on Move Up or Move Down.

To remove a tool:

Select the tool in the right-hand pane and click on Remove.

To save the profile and exit, click on Done.

To save as a new profile, click on the Save as icon.

Defining your own buttons

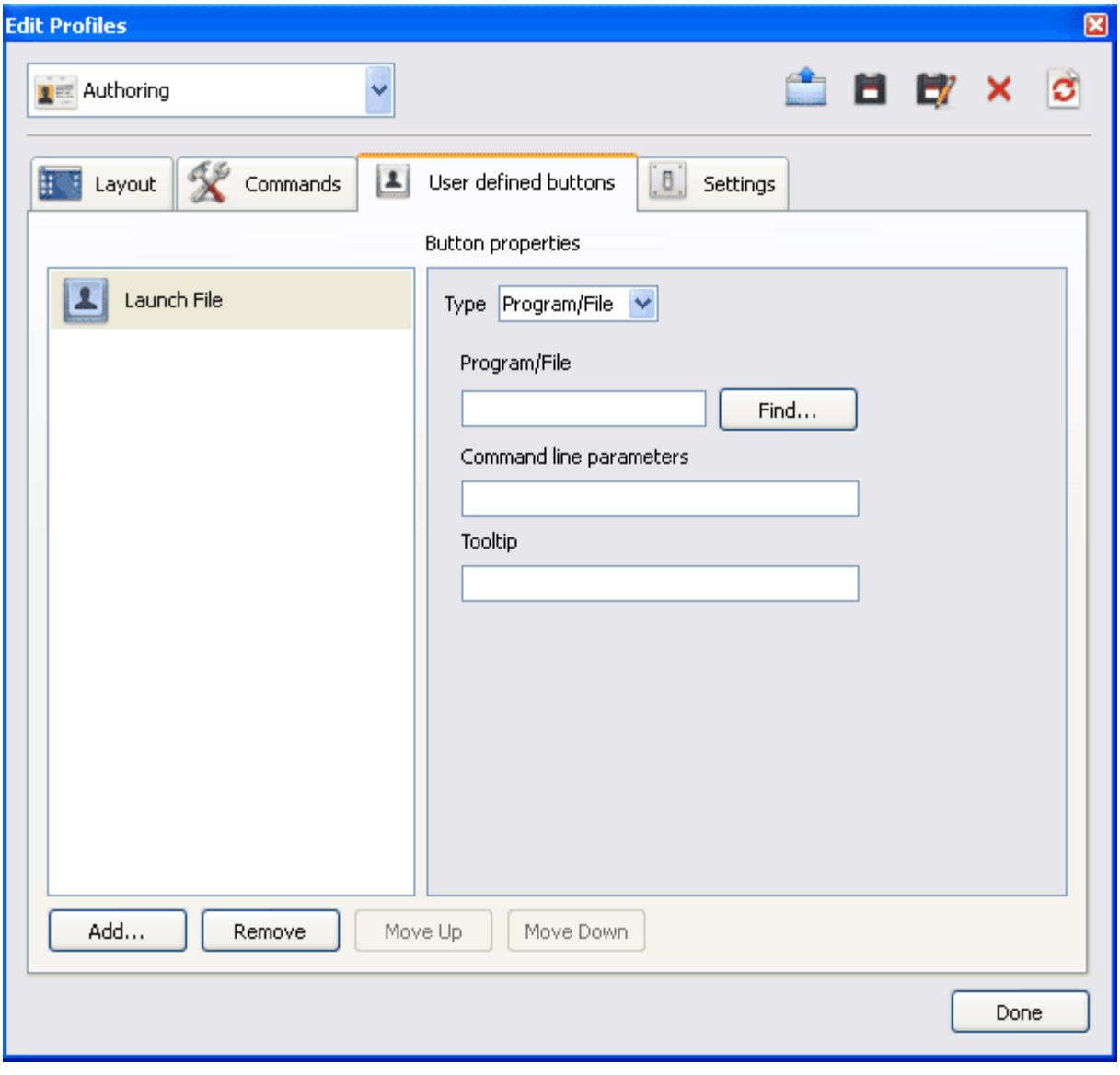
From the File Menu, select Settings. The 'Edit Profiles' Dialog Box opens.

- Select the 'User defined buttons' Tab and click Add....

The User defined button icon is displayed.

- Select Program/File from the menu.

1. Under Program/File, enter the path for the file you want to open.
2. Under Command line parameters enter the command line to start the application which will open the file above. You can add a Tooltip.



Choosing application settings

Here we introduce the areas of ActivInspire that you can customize by changing their settings and show you how to do this.

- What can you customize?
- Open Settings Tab
- Change settings
- Save changes

What can you customize?

The following table briefly describes each of the areas you can customize. For details about the available settings for each area, click on the links in the table.

	Use these settings to...
Clock Tool	Customize the look and feel of the Clock
Design Mode	Control how objects behave while Design Mode is selected. These settings override individual object properties, which are set in the Property and Action Browsers.
Effects	Specify how you want the Spotlight and Revealer to work.
Flipchart	Specify default settings for your flipcharts.
Flipchart Objects	Define options to improve the quality of and for displaying objects.
Language	Change the language ActivInspire uses.
Learner Response System	Customize the way in which you work with ActivExpression and ActiVote devices and how to display responses.
Multimedia	Customize the way in which you work with sound, video and Flash files.
Online Settings	Enter the details necessary for you to access online resources using ActivInspire.
Profile and Resources	Specify where you want to store profiles, My Resource Library and Shared Resource Library folders, as well as template and question page files.
Recordings	Change various video and sound settings. Changing these settings can, particularly, improve the performance of the Screen Recorder.
Shape Recognition	Automatically fill shapes that were created with the Shape Recognition Tool.
Spell Checker	Define rules for spell checking.
Tools	Change the look of rulers, protractors and the compass. There are also options to change the location of the Resource Library and the speed of the Dice Roller and Page Zoom.
User Input	Change how the Floating Keyboard and Handwriting Recognition work.

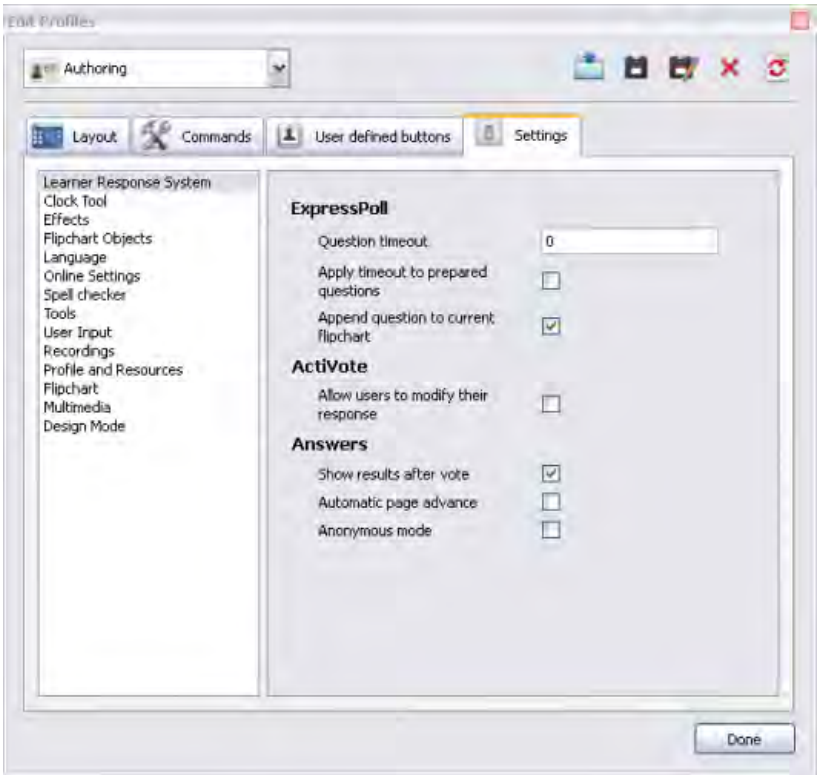
Back to top

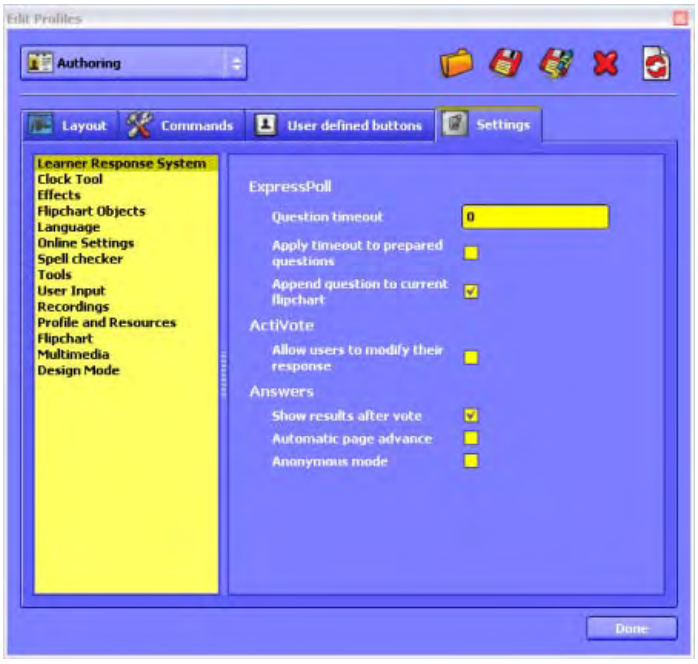
Open Settings Tab

1. From the File Menu, select Settings. The 'Settings' Tab opens.
2. Select the profile whose settings you want to customize, or accept the default.
3. In the left-hand pane of the 'Settings' Tab, select the area you want to customize, for example, Learner Response System.

ActivInspire Studio

ActivInspire Primary





Change settings

Some settings have a simple check box that acts like a toggle switch, while other settings have different controls:

	To choose a setting, check or uncheck the box.
	To change the setting, select the default and type over it.
or	To change the color, click on the color and select another one from the standard Color Palette for your operating system.
	To change the setting, move the slider.
	To change the setting, select a different one from the drop-down menu.
	To change the setting, click on the icon and browse to another folder.

Save changes

When you have made the changes, click on Done to save them.

Back to top

Switching profiles

Switching profiles is useful when you need to quickly change between previously saved application layouts and settings. For example, you may have a profile that contains all your preferences and settings for preparing flipcharts and another one for your chosen presentation style, or you may wish to switch to a profile containing all the math tools.

Two ways to switch profiles:

1. In the Main Toolbox, click on Switch Profile A popup box listing the available profiles opens.
2. Click on the desired profile, for example, Multimedia. The box closes and the profile becomes active immediately.

Or

1. From the Edit Menu, select Profiles... The 'Edit Profiles' Dialog Box opens.
2. From the drop-down list, select the desired profile. The profile becomes active immediately.
3. Click on Done.

Miscellaneous properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
End Cap A	None	Default
	Radius	Apply an end cap to the left-hand edge of open shapes, lines and connectors.
	Arrow	
End Cap B	None	Default
	Radius	Apply an end cap to the right-hand edge of open shapes, lines and connectors.
	Arrow	
Pick Trough	True	Default If an object's 'Transparent' property is set to 'True', allows you to click on the transparent area of an object to select another object beneath it.
	False	
Transparent Color	Blue	Default Only enabled if the object's 'Transparent' property is set to 'True'. Click the color box to enable the Color Picker and choose a color from anywhere on the display, then apply it to the object.
Transparent	True	Default
	False	Select to make the object opaque.
Tiled		
Fill Mode	None	Default
Drag a Copy	False	Default
	True	Set to 'True' to be able to create copies of the object by clicking and dragging it.

Overview

What is it?

The ActivClassroom Learner Response System (LRS) consists of:

- ActivBoard
- Computer with ActivInspire installed
- ActivHub model AH1 or AH2
- Voting devices

For details of which devices are compatible, see Registering devices.

How does it work?

1. You connect the ActivHub to a USB slot on your computer.
2. Hand out the voting devices to your students.
3. Start ActivInspire and register the devices.
4. When you have presented your question, click on Start Vote
5. When all the students have voted, or the timeout is reached, the results are displayed on the board.

You also have the option to assign students to devices. This may be useful where the same students are going to use the same devices over an extended period of time.

Can I use ActiVote and ActivExpression devices in the same voting session?

You can use both ActiVote and ActivExpression devices in your lesson, although not at the same time. You can run two voting sessions – you don't have to close your flipchart or the results display before running further voting sessions.

What's the difference between anonymous and named voting?

In Anonymous voting, device numbers are displayed - you don't see who sent which answer.

In Named voting, device names are displayed, so you can see more easily, which devices have sent which votes.

Registering devices

Here we show you how to set up your Activclassroom Learner Response System (LRS).

- About Device Registration
- Register ActivExpression devices
- Rename ActivExpression devices
- Register ActiVote devices - model AV3
- Register ActiVote devices - model AV2

About Device Registration

Device registration is the process of telling the ActivHub how many devices and device groups there are in the classroom. You need to register devices before you begin a voting session.

You start device registration from the Voting Browser. The pictures on the right show the information you can see in the 'Device Registration' Dialog Box:

- How many ActivHubs are connected to your computer.
- Device groups.
- How many devices are registered with each ActivHub.

The good news is, once you have registered them, you can take the devices and the ActivHub with you to another location, plug the ActivHub into another computer with ActivInspire installed and begin voting immediately.

There are two types of ActivHub:

This ActivHub...	Is compatible with...
AH2	ActiVote AV3, ActivExpression
AH1	ActiVote AV2

Register ActivExpression devices

Before you begin registration:

1. Start ActivInspire.
2. Connect an ActivHub model AH2 to your computer.
3. Distribute ActivExpression devices and ensure that they are switched ON.

To register:

1. Open the Voting Browser and click on Device Registration The 'Device Registration' Dialog Box opens.
2. Select ActivExpressions and click on Register.
3. Enter the number of devices you want to register (or use the arrows) and click on Next.

The next window shows a PIN code which must be entered on each

ActivExpression device to be registered. The window has clear instructions, with photos, so your students can finish the registration (you might like to practise the procedure first!).

If the students are finishing the registration, they have to:

a. Press the MENU / SYM button on the ActivExpression devices.

b. Press the Register option key, indicated on the ActivExpression screen.

c. Enter the PIN code, by pressing the ActivExpression option keys corresponding to the PIN code, as indicated on the screen.

The PIN code is *not* entered with the text keys.

When three letters have been entered, as displayed in the PIN code box on the ActivExpression screen, the letters are transmitted to the ActivHub. The ActivHub sends the code to ActivInspire.

The PIN code can be edited before transmission, but only if one or two letters have been entered. Option keys for Clear and Abort can be used for editing and also the Delete key on the keypad.

ActivInspire registers the devices to the ActivHub one by one. You can see the number updated in the window, just below the PIN code.

When this number is equal to the number you entered in Step 3 above, the window closes automatically, because all devices have been registered. If registration fails for any of the devices, the window has to be closed manually.

If a PIN code is entered incorrectly, steps a. to c. must be repeated, for a successful registration.

This procedure can be repeated any number of times, but it should not be necessary - the system is proven to be extremely reliable. After a couple of failures for a device you can either:

- Click on Finish to close the window and proceed, or
- Replace it with another ActivExpression device, registering it if necessary.

Back to top

Rename ActivExpression devices

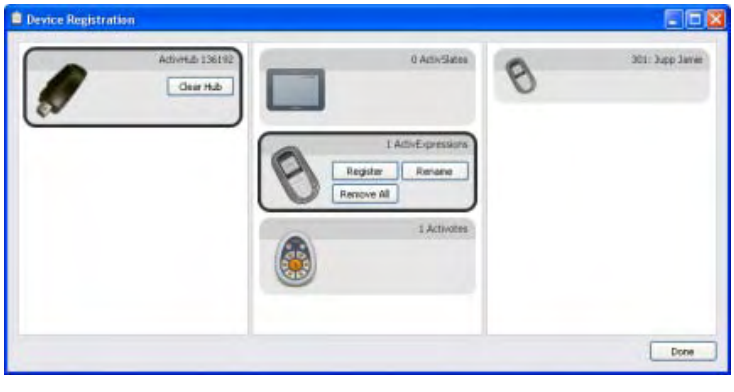
There are two places where you can rename devices:

- Rename individual device in the 'Device Registration' Window
- Rename individual or all devices in the 'ActivExpression Devices Group' Box

Rename individual devices

To rename individual devices in the 'Device Registration' Window:

1. Select any individual device and click on Rename. The existing device name is displayed in a box which you can edit.
2. Enter the new name and click on OK. The new name is shown in the 'Device Registration' Dialog Box. This means it is stored on the ActivHub. The ActivExpression device may be switched OFF, but the next time it is switched ON, it communicates with the ActivHub and receives its new name.



To rename individual devices in the 'ActivExpression Devices Group' Box:

1. Click on Rename. The' Device Naming' Box opens.
2. Double click on the name and edit it.
3. Click in the column ‘Committed’. The device is renamed as above.

Rename all devices

You can rename all your devices with sequential numbering and a common prefix.

1. In the ActivExpression Devices Group Box, click on Rename to display the 'Device Naming' Box.
2. Click in the box ‘Rename all of the devices using the prefix’ and enter a prefix.

3. Click on Apply prefix. All ActivExpression devices in the group are renamed on the ActivHub, as described above, with the prefix and numbers, starting with 1.

The numbers can be edited separately.

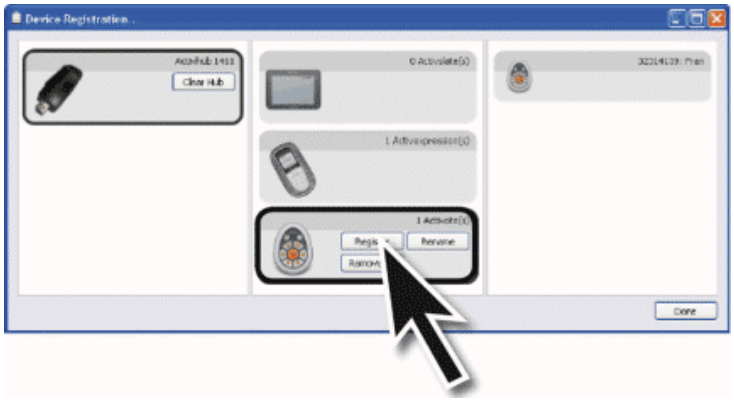
Register ActiVote devices - model AV3

Before you begin registration:

1. Distribute the ActiVote devices and ensure that they are switched ON.
2. Connect an ActivHub model AH2 to your computer.
3. Start ActivInspire.

To register:

1. Open the Voting Browser and click on Device Registration
   The 'Device Registration' Dialog Box opens. It shows:
   - A picture of an ActivHub AH1.
   - ActiVote and ActivSlate devices under Device Groups.
2. Select ActiVotes and click on Register.
3. Enter the number of devices you want to register (or use the arrows) and click on Next.



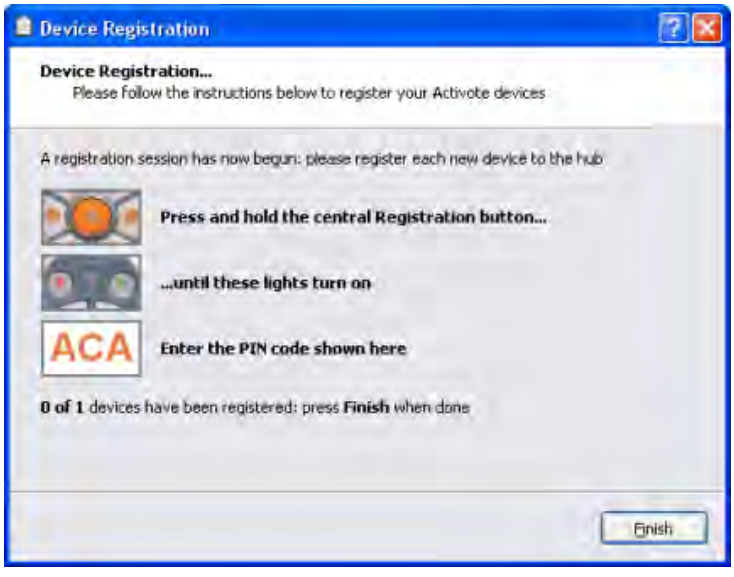
The next window shows clear instructions, with photos, so your students can finish the registration (you might like to practise the procedure first!).

A three letter PIN code is displayed, which must be entered on each device to be registered.

If the students are finishing the registration, they have to:

a. Press and hold the central Registration button on the ActiVote devices, until both the top lights are illuminated.

b. Enter the PIN code, pressing the ActiVote device keys.



ActivInspire registers the devices to the ActivHub one by one. You can see the number updated in the window, just below the PIN code.

When this number is equal to the number you entered in Step 3. above, the window closes automatically, because all devices have been registered. If registration fails for any of the devices, the window has to be closed manually.

If a PIN code is entered incorrectly, both steps a. and b. must be repeated, that is, the central button must be pressed and held until both lights are on and the correct PIN code must be entered, for a successful registration.

This procedure can be repeated any number of times, but it should not be necessary - the system is proven to be extremely reliable. After a couple of failures for a device you can either:

- Click on Finish to close the window and proceed, or
- Replace it with another ActiVote device, registering it if necessary.

Back to top

Register ActiVote devices - model AV2

Before you begin registration:

1. Start ActivInspire.
2. Connect an ActivHub AH1 to your computer.
3. Distribute the ActiVote devices and ensure that they are switched ON.

To register:

1. Open the Voting Browser and click on Device Registration
   The 'Device Registration' Dialog Box opens. It shows:
   - A picture of an ActivHub AH1.
   - ActiVote and ActivSlate devices under Device Groups.
2. Select ActiVotes and click on Register.
3. Enter the number of devices you want to register (or use the arrows) and click on Next.

The next window shows clear instructions, with photos, so your students can finish the registration (you might like to practise the procedure first!).

If the students are finishing the registration, they have to:

a. Press and hold the central Registration button on the ActiVote devices. The top red light flashes, followed by the green light.

b. Release the Registration button.

ActivInspire registers the devices to the ActivHub one by one. You can see the number updated in the window.

When this number is equal to the number you entered in Step 3. above, the window closes automatically, because all devices have been registered. If registration fails for any of the devices, the window must be closed manually.

Back to top

Assigning students to devices

Here we describe the advantages of assigning students to devices and show you how to do so:

- Why assign students to devices?
- Assign students to devices

Why assign students to devices?

You don't have to assign students to devices, but to do so can reduce the time you need to collate and process results and can give you an immediate insight into each students' progress.

You can assign student names from database files. You can use existing databases, or you can generate and export a database using ActivInspire.

When you attach an ActivHub to your computer, registered devices are shown in the 'Device Registration' Dialog Box. Depending on the Voting Browser selections, the box shows one of the following:

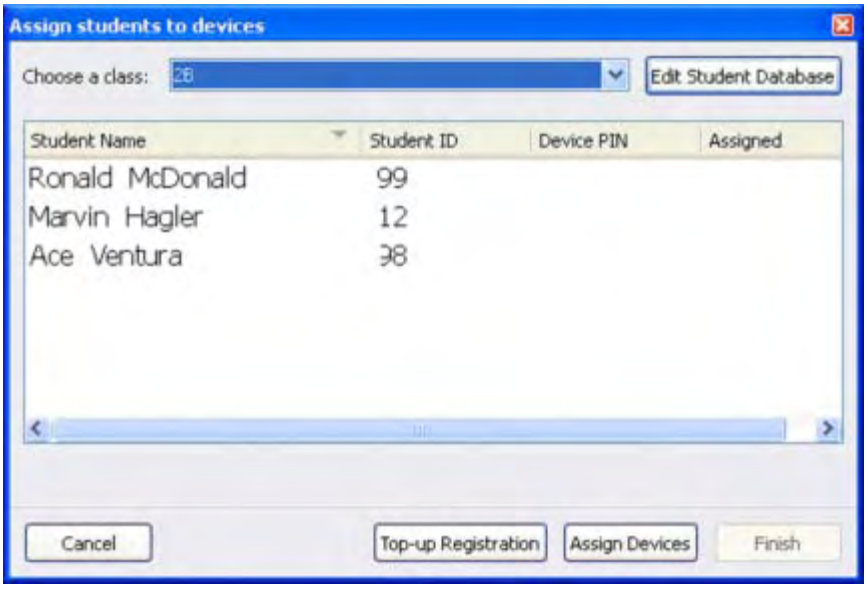
- Device Number - Anonymous voting.
- Device Name - Named voting (students not assigned to devices).
- Student Name - Named voting (students assigned to devices).

Assign students to devices

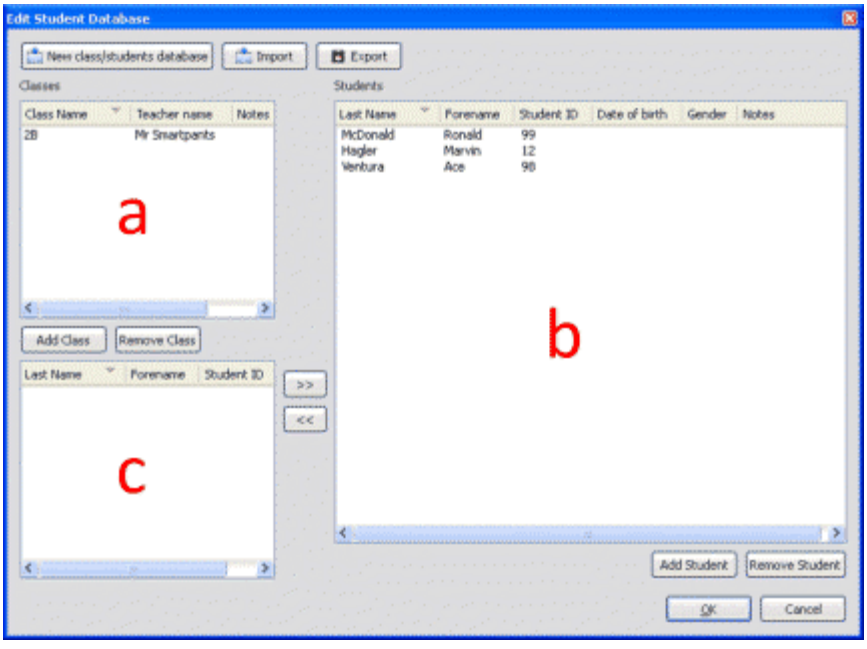
In the Voting Browser:

1. Click on Assign students to devices. The 'Assign students to devices' Dialog Box opens.

   The student names and id have to be placed in this Dialog Box from a database file. Names can be imported from a database with the file extension .edb or.csv, or you can generate and export a class database from within ActivInspire.



2. Click on Edit Student Database. The 'Edit Student Database' Dialog Box opens.



3. Add a class to box a:
    a. Click on Add Class. The 'Add Class' Dialog Box opens.
    b. Enter Class Name and Teacher Name; Notes are optional.
    c. Click on Submit.

4. Add students to box b:
    a. Click on Add Student. The 'Student' Dialog Box opens.
    b. Enter Name, Forename, and Student ID.
    c. Click on Submit.

Back in the 'Edit Student Database' Dialog Box:

5. Highlight the class.
6. Highlight the student names you want to assign to voting devices.
7. Click arrows to add or remove students to or from box C.
8. Click on OK. The 'Edit Student Database' Dialog Box closes, and ActivInspire returns to the 'Assign students to devices' Dialog Box.

Students displayed in this box can be assigned. If the number of students is greater than the number of registered devices, a warning is displayed.

If you want to register more devices before assigning students to devices, select Top-up Registration. The 'Device Registration' Dialog Box opens. For details, see Registering devices.

In the 'Assign students to devices' Dialog Box:

9. Select Assign Devices - Device PIN numbers appear in the dialog box. On ActivExpression devices, a prompt is also displayed on the screen.
10. Each students has to enter the correct PIN numbers:
    - ActiVote devices – press voting buttons
    - ActivExpression devices – press option buttons

    The 'Assign students to devices' Dialog Box shows devices assigned, highlighted in green. Now, when you select Named Voting, the Voting Browser displays student names.

Back to top

Prepared questions - Using the Question Wizard

How it works

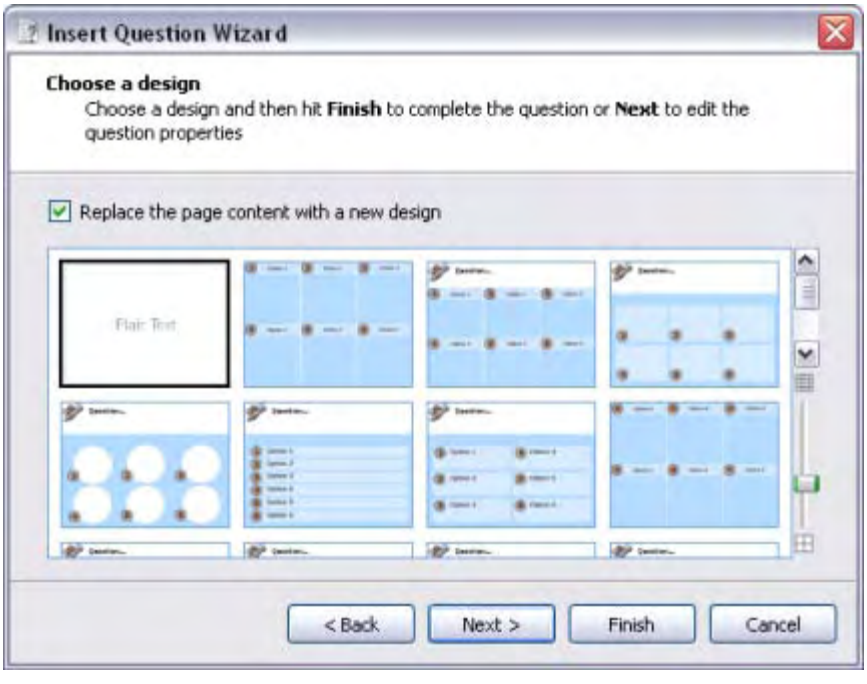
The Question Wizard presents you with series of Dialog Boxes, each with detailed instructions to help you.

You have to:

1. Choose the type of question.
2. Choose a layout style.
3. Enter text for your question and answers, where applicable.
4. Click on Finish to close the Question Wizard.

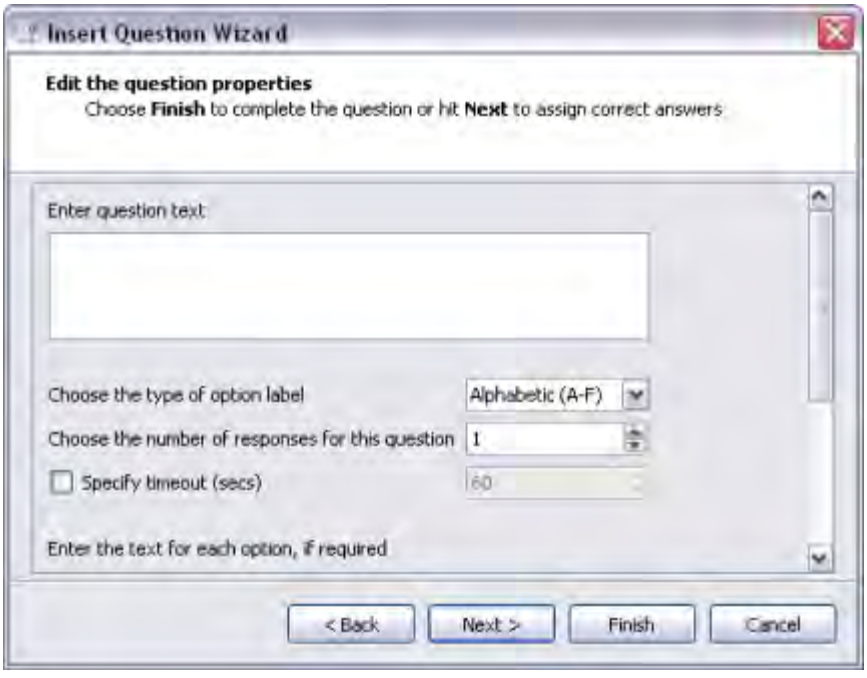
The Question Wizard places text objects on your flipchart page, turning it into a Question page. If you choose one of the layout templates offered, there are graphic objects too. Use the Browsers to identify objects. You can edit any of the text or objects.

Whenever you navigate to that page, the Start Vote button is highlighted green and you can click on the button to start a voting session.



Further important options

You can nominate correct answers in all of the question types. When these answers are returned in the vote, they are highlighted green in all optional results displays, apart from the pie chart,



where they are highlighted red

For important information about properties and tags, see Reference > Properties > Identification properties.

Text answers which are nominated ‘correct’ are case sensitive. Numerical answers which are nominated ‘correct’ allow a level of error which can be set in the Question Wizard.

All question types are concluded with a prompt for a follow-on question. This is to encourage further discussion among your group and generate feedback.

Back to top

Quick questions and ExpressPoll

At any time during your lesson, you can ask your students a question and click on ExpressPoll . This displays the voting 'Wonderwheel'.

Use it a few times and you will realize why it is so-called. The design of the Wonderwheel helps you communicate your question clearly, so your students quickly understand how they are expected to answer.

How it works

1. You hover with the pen over the Wonderwheel and highlight a question style.
2. Move the pen radially and outward to show the options for the style you just highlighted.
3. Click to select one of the options.

The picture on the right shows the Wonderwheel for ActiVote devices. The highlighted question style is 'True/False'. This question style has four answering options. The option selected allows the possible answers, 'True', 'False' and 'Don't know'.

These possible answers are shown in the displayed 'Voting Summary' Box.

You can set a timeout now, next to the red Stop Vote button, by entering a number or using the arrows. If your profile already has a timeout set for ExpressPoll, the countdown starts as soon as the summary box is displayed. When you use a timeout, you also have a Pause Vote button for extra control.

For details of how to create and customize profiles, see More about ActivInspire > Making profiles work for you.

Back to top

Creating containers

As the name implies, containers are objects that can contain other objects. This is useful for creating activities that rely on objects being recognized and either accepted or rejected by another object. Any object that does not match all the chosen properties is rejected, whenever someone attempts to put it into the container.

You can select container properties and therefore define the container's behavior, in the 'Container' section of the Property Browser.

For details of available container properties, see Reference > Properties > Container properties.

For details of how to change properties, see Changing object properties.

Here we explain container rules, how to create a container and add a reward sound:

- Container rules
- Create a container
- Add a reward sound

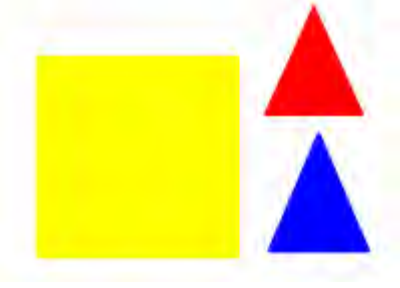
Container rules

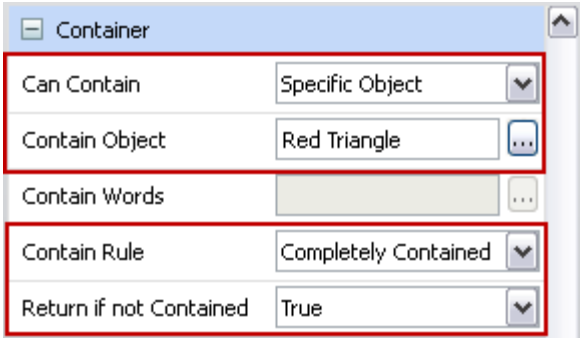
- Any type of object, except annotations, can be a container.
- The object to be contained must be in front of the container. Therefore it must be either:
  - On a higher layer than the container, or
  - Higher in the stacking order on the same layer as the container.
- Containers can contain other containers, allowing you to create nested containers.
- Annotations that are drawn directly into a container object are automatically contained.

Create a container

Here we show you how to turn a shape object into a container that can contain one specific object, but will reject any others.

1. Select Shape and create three shapes, one larger than the others. In the picture on the right, we have created a yellow square, the container and two triangles, one red, one blue.
   For this example, we changed the 'Name' property of the object to be contained to 'Red Triangle' in the 'Identification' section of the Property Browser.
2. Select the largest shape, in our case the yellow square.
3. Open the Property Browser and scroll down to the Container section.
4. In the 'Container' section, set the properties. In the picture on the right we set:
   a. Can Contain to Specific Object. This means only one particular object can be put in the yellow square container.



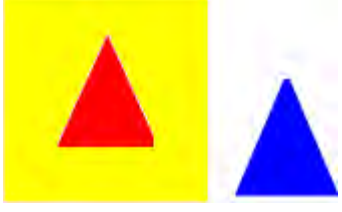


b. Contain Object to Red Triangle. The yellow square can only contain the red triangle.

c. Contain Rule to Completely Contained. The red triangle must be placed inside the container.

d. Return if not Contained to True. If the red triangle is not completely contained, or you try to put another object into the yellow square, the object will return to the starting position.

5. Test the container. Only the red triangle, but not the blue one, can be put in the container.



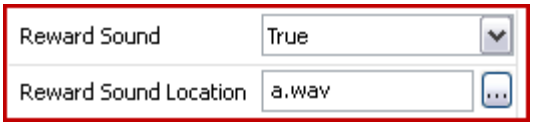
When an item has been contained, you can move it out of the container in one movement. Any further movements, when the object is not being contained will return it to the starting position.

Add a reward sound

A reward sound is a sound file that plays when an object is correctly contained.

Here we show you how to add a reward sound to a container:

1. Create the container as shown above.
2. In the 'Container' section of the Property Browser, set the sound properties:
   a. Set Reward Sound to True.
   b. Set Reward Sound Location to the location of the sound file you want to play when an object is correctly contained. In the picture on the right, this is the file a.wav.



3. Test the container. When the correct object is put into the container, the Sound Controller opens and plays the chosen reward sound.

   The Sound Controller remains on the screen until you close it.

Set the 'Reward Sound' property on the container, not the contents.

Creating restrictors

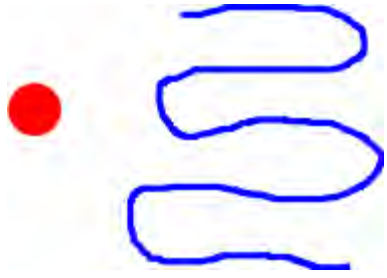
Use restrictors to control how items can move on the page.

For details of available restrictor properties, see Reference > Properties > Restrictors properties.

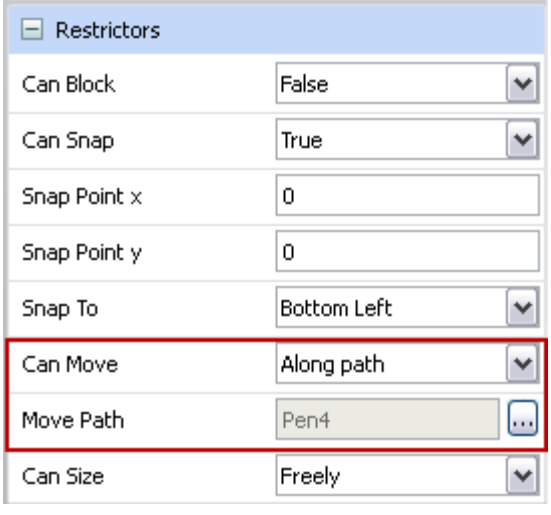
For details of how to change properties, see Changing object properties.

You can use restrictors in many different ways.

Here we show you how to create a restrictor that constrains a circle, so that it can only move along a particular path



1. Select Design Mode .
2. With the Pen , draw a line on the page.
3. Select Shape and create a circle.
4. Select the circle.
5. Open the Property Browser and scroll down to the 'Restrictors' section.
6. In the 'Restrictors' section, select the properties as shown on the right:
   a. For Can Move select Along path from the Drop-down list.
   b. For Move Path, click on the Selector button . The 'Select Object' Dialog Box opens.
   c. Select the line object, here Pen 4.
7. Click on OK.
8. Leave Design Mode.



9. Test the restrictor. When you click on the red circle, it jumps to the blue line. Now the circle can only move along the line.

Adding and formatting text

Here we show you how to:

- Add text
- Format text
- Spellcheck

Finally, we also give you a taste of two power tools for working with text at the board.

Add text

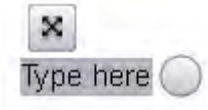
ActivInspire has several useful tools for adding text, either at the board, or at your computer.

You can also copy and paste, or drag and drop, text from existing documents, for example from a Word file, into your flipchart.

Text Tool

The Text Tool in the Main Toolbox is a quick way to add text from your computer:

1. Click on the Text icon. The Format Toolbar opens and the cursor changes to a little bar with some letters.



2. Move the cursor to where you want to create text and click. Two things happen:
   - A text box with two handles opens. These allow you to freely move or extend the text box.
   - The Format Toolbar opens, either at the top or bottom of the ActivInspire window, depending on your preferences at startup. You can use it to format your text. We show you how in the next section.

3. At your computer keyboard, type in the text. The text appears in the text box in the default font, color and size.
   We show you how to change these in Format text.

To correct a mistake:

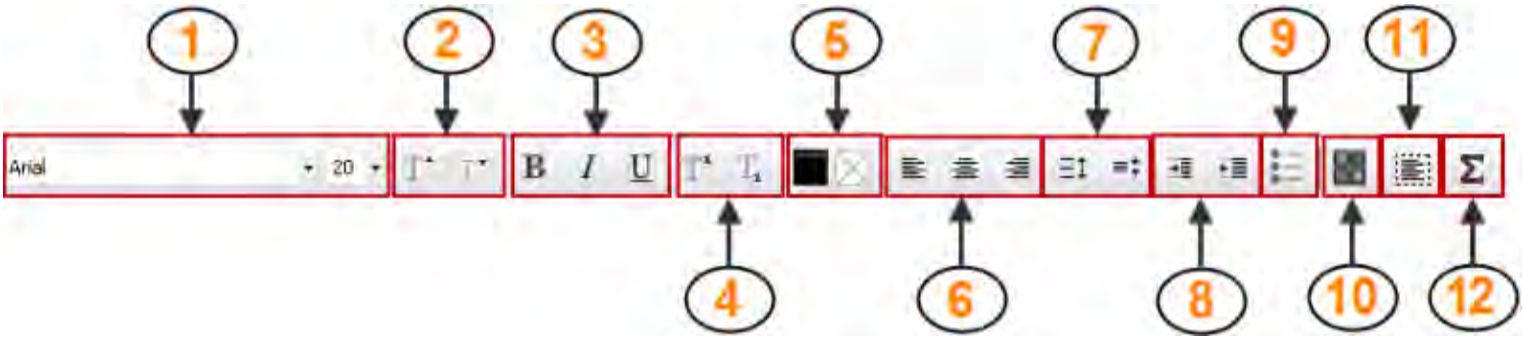
1. With the Text Tool selected, position the cursor where you want to begin in the text and click.
2. Keep the mouse button pressed and drag the cursor over the letters you want to change.
3. When they are highlighted, begin typing to replace the selected text, or press the Backspace key to delete it.

Back to top

Format text

The Format Toolbar opens when you select the Text Tool. It contains standard tools for text formatting and the On-Screen Keyboard icon. Use the Format Toolbar to change text properties and alignment. For example, to change the color, size, font, text box outline and fill characteristics of the selected text.

ActivInspire Studio



Here we briefly describe the tools.

1	Change the font and font size of the selected text	7	Increase or decrease the spacing between lines
2	Increase or decrease the font size	8	Increase or decrease the indent
3	Put text in bold or italic, or underline it	9	Format as bulleted list
4	Add subscript or superscript	10	Open the On-screen Keyboard
5	Alter the text color (defaults to black) and also the text background color (defaults to transparent)	11	Select all the text in the text box
6	Align left, centered or right	12	Insert a symbol

ActivInspire Primary

In ActivInspire Primary, the layout and look of the Format Toolbar is slightly different, but the tools are the same.

Change all the text in a text box

1. With the Text Tool selected and a text box open, click in the text box.
2. In the Format Toolbar, click on Select All
   - To change the font or font size, click on the drop-down menus.
   - To change the color, text alignment and other characteristics, click on the appropriate buttons.
3. To finish editing, click on another tool.

Change part of the text

1. With the Text Tool selected and a text box open, click in the text box.
2. Keep the mouse button pressed and drag the cursor over the words you want to change. When they are highlighted, click on the appropriate buttons or drop-down menus.
3. To finish editing, click on another tool.

Back to top

Spellcheck

You can quickly check and correct the spelling in all or part of your flipchart, with the Flipchart Spellchecker

This tool always begins to check the spelling at the beginning of the flipchart, even if you start it on the final page.

You'll find the Flipchart Spellchecker in:

- Tools Menu > More Tools

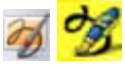
To use the Flipchart Spellchecker:

1. With the Text Tool selected and a text box open, click in the text box.
2. From Tools > More Tools, select Flipchart Spellchecker. The 'Spell Checker' Dialog Box opens. Possible spelling errors appear in red. You can deselect this option with Edit Profiles in the 'Edit Profiles' Dialog Box.
3. You can accept or reject spelling suggestions, apply them to the current, or to all instances of the word, or select text in the dialog box and type in your own changes.
4. Make choices until the confirmation dialog box indicates that spell checking is complete, or click on Done to stop spell checking.

Back to top

Power tools

ActivInspire also offers two power tools for working with text.

Use this tool...	To...
On-Screen Keyboard	Add text at the board, when you don't want to use the Pen. You simply tap on the letters and symbols on the on-screen keyboard to form words and sentences. For details, see Using the On-Screen Keyboard.
Handwriting Recognition 	Write on the board and let ActivInspire turn your writing into typed text. For details, see Using Handwriting Recognition.

Back to top

Changing object properties

Object properties define an object. You can view and change these properties in the Property Browser.

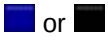
1. Select the page or object whose properties you want to view or change.
2. Open the Property Browser.
3. In the Browser, select the property category, for example, 'Identification' properties.
4. Change the object's properties. Any changes you make apply immediately.

Each time you change a property, this is added to the Undo History, allowing you to undo each change you make.

Property types

Some properties have numerical values, while other properties can be altered with different controls:

To change the property, select the default and type over it.

 or

To change the color, click on the color and select another one from the standard Color Palette for your operating system.

To change the property, move the slider.

To change the property, select a different one from the drop-down menu.

To change the property, click on the icon.

Use these properties to...

Identification	Uniquely identify an object or page. This is useful if you are going to reuse the object or flipchart, or if you are going to add it to your Resource Library, or share it with others.
Appearance	Control the appearance of an object on the flipchart page.
Outline	Control the characteristics of the outline that surrounds an object.
Fill	Add texture to the object with graduated shading from one color to another.
Background	Control the characteristics of the background of an object.
Position	Control the position and size of an object on the flipchart page. There are three ways to change these properties: • Drag the object's Marquee and Sizing Handles. • Use the Object Edit Menu. • Edit the properties in the Property Browser.
Label	Add a label to an object and define the way the label looks and behaves.

Container	Create activities where objects are recognized by other objects.
Rotate	Control the way in which an object can be rotated on the page.
Restrictors	Define rules to restrict the movement of an object.
Miscellaneous	Define some miscellaneous characteristics for your object.
Multimedia	Define properties for Flash, video and sound files.
Page	Control the appearance of a flipchart page.
Tools	Set the Spotlight or Revealer to keep the currently selected property, or revert to the tool's default setting as defined in the currently selected profile.
Revealer	Control the behavior of the Revealer.
Spotlight	Define the type and size of the Spotlight, as well as its position when selected.
Grid	Show or hide the grid and change its properties.

Back to top

Adding and removing links

Use links to files or websites in your flipcharts to enrich the learning experience, change the pace of a lesson, or refocus your students attention.

To open the file or access the website, simply click on the link at an appropriate moment in the lesson.

Here we show you how to:

- Create a link to a file
- Create a link to a website
- Remove or edit a link

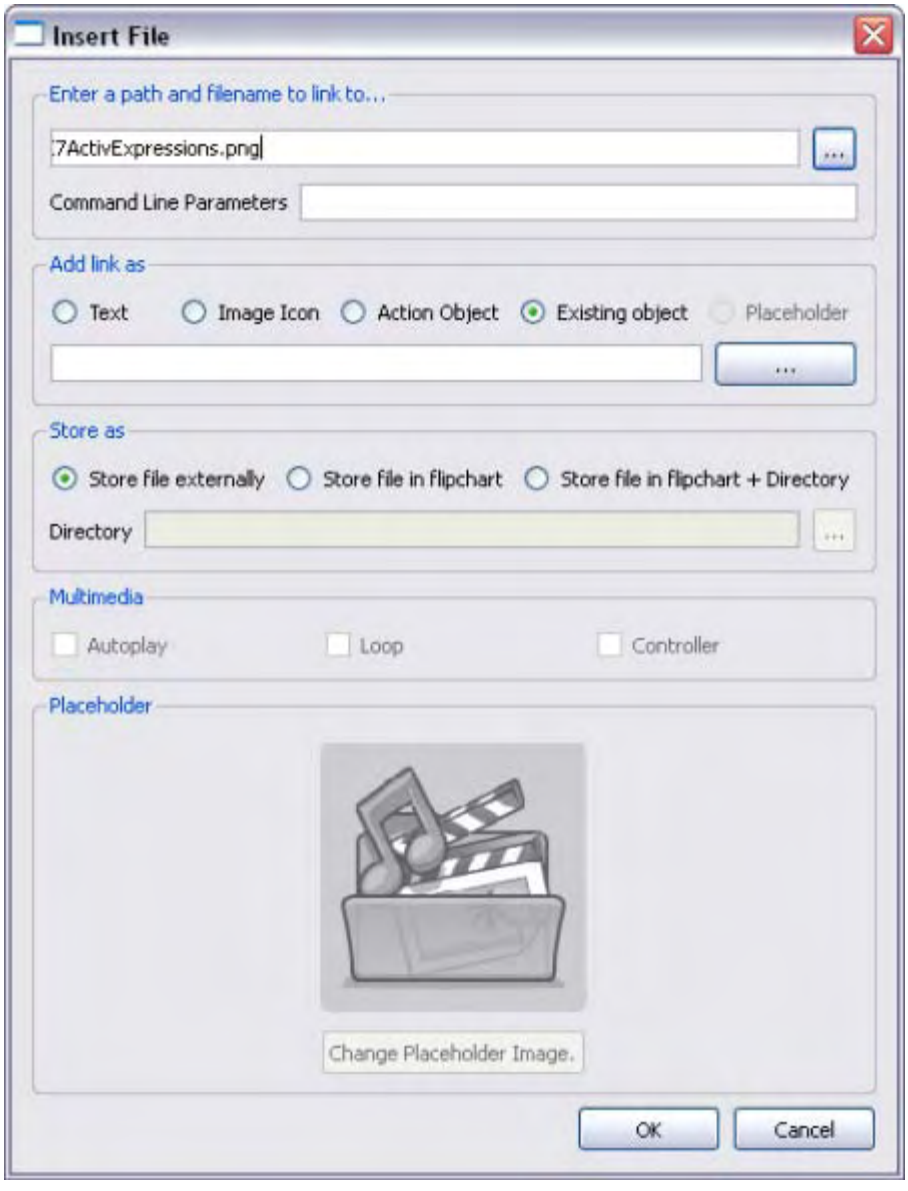
Create a link to a file

When you create a link to a file, you have the following options to control how the link appears on the page and where the file is stored:

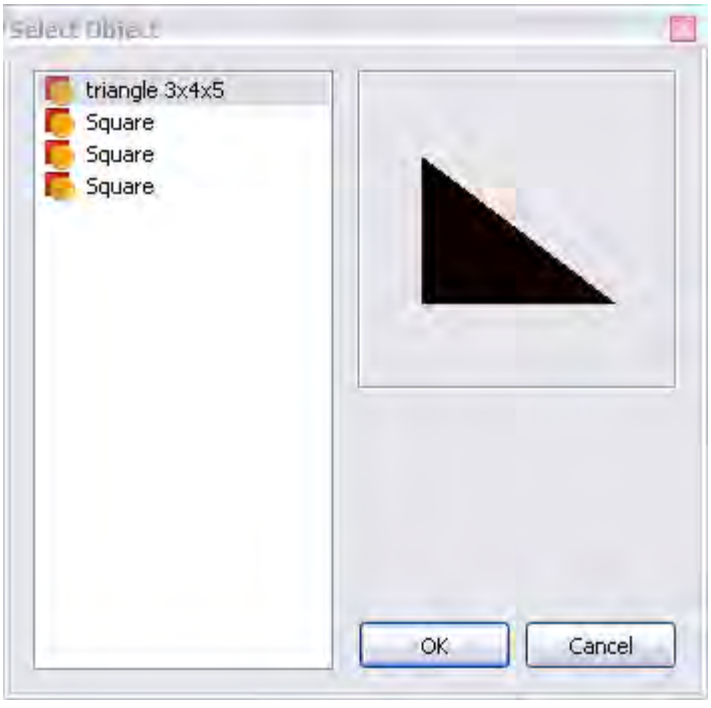
Choose this option...	To do this...
Add link as...	
Text	Add the link as a text string.
Image Icon	Add the link as an image icon on the page.
Action Object	Add the link as an action object.
Existing object	Associate the link with an existing object on the page.
Placeholder	Insert a placeholder (for multimedia files). You can change the placeholder image if you wish.
Store as	
Store file externally	Store the file separately from the flipchart.
Store file in flipchart	Include the file in the flipchart. Depending on the size and nature of the file, this may increase the size of the .flipchart file considerably.
Store file in flipchart + Directory	Included the file in the flipchart, as well as in a directory of your choice.
Multimedia	Applies to multimedia files only:
Autoplay	Play file automatically when the flipchart is opened.
Loop	Play the file in a continuous loop.
Controller	Display the Multimedia Controller so that you can stop and start play.
Placeholder	Add the link as a placeholder image. You can either accept the default image, or browse to and select another image.

Here we show you how to link an existing object to a file, so that the file opens, when you click on the object.

1. From the Insert Menu, select Link > File. The 'Select File' Dialog Box opens.
2. Browse to the folder that contains the file you want to link to.
3. Double click on the file, or select it and click on Open. The 'Insert File' Dialog Box opens.
4. Select Existing object, as shown on the right.



5. Click on the Selector button ... The 'Select Object' Dialog Box opens.
6. Select the object with which you want to associate the link. In the picture on the right, this is the black triangle.
7. Click on OK. The 'Select File' Dialog Box opens again.
8. Select where you wish to store the file, for example, Store externally.
9. Click on OK.



Create a link to a website

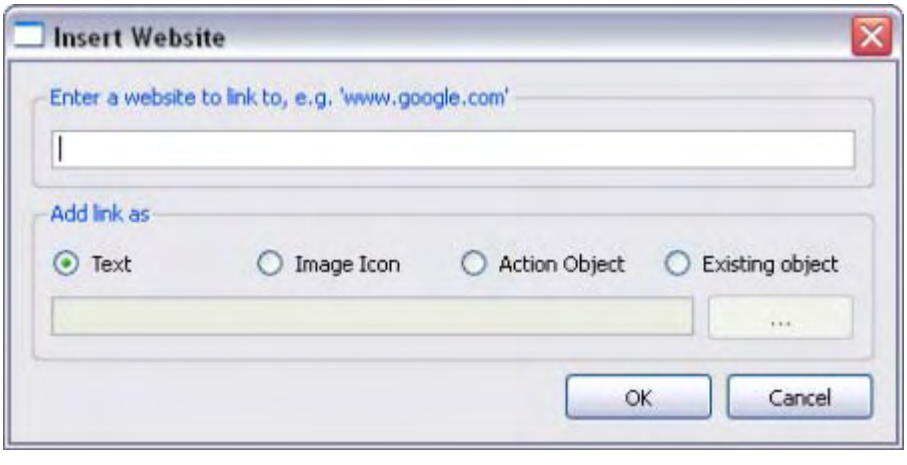
Creating a link to a website is almost the same as creating a link to a file. You can add the link as:

- Text
- Image Icon
- Action Object
- Existing object

For descriptions of the options, see Create a link to a file above.

Here we show you how to add a link as an image icon, so that the internet browser supplied with your operating system opens the selected URL, when you click on the icon.

1. From the Insert Menu, select Link > Website. The 'Insert Website' Dialog Box opens.
2. Type the URL of the website you want to link to.
3. Select Image Icon.
4. Click on OK.



Remove or edit a link

Websites change and so do your flipcharts. Sometimes you may have to remove or edit a link and here we show you how.

Remove a link

Two quick ways to remove a link, right-click the icon, image, object or text string, then:

- Drag and drop it into the Trashcan.

- Select Delete from the Popup Menu.

Alternatively:

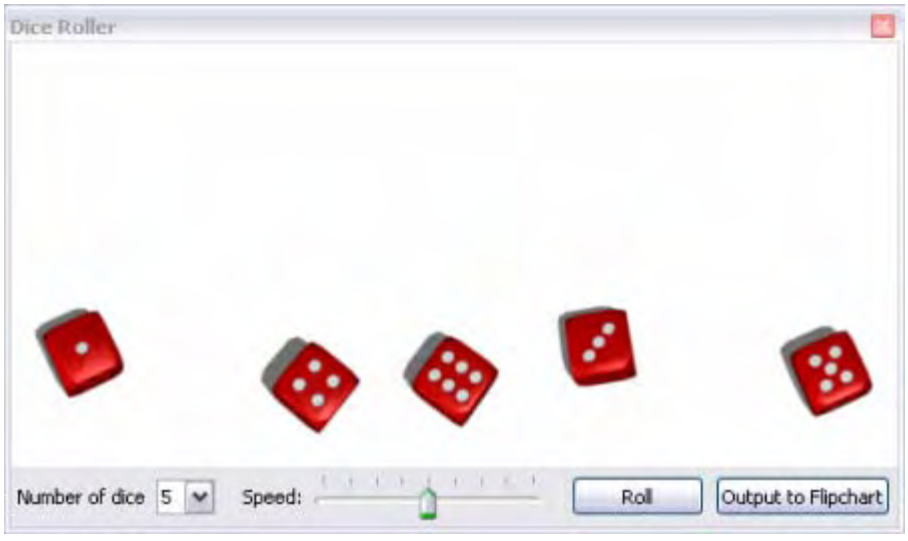
1. Right-click on the link.
2. From the Popup Menu, select Action Browser.
3. Click on Remove Existing.

Edit a link

1. Right-click on the link.
2. From the Popup Menu, select Action Browser.
3. In 'Action Properties', select the URL and change it.
4. Click on Apply Changes.

Show

Using the Dice Roller



Roll some dice

1. Click on the Dice Roller
2. In the 'Dice Roller' Box, click on the Roll button.

Change the number of dice

1. In the 'Dice Roller' Box, click on the drop-down arrow.
2. Select the number of dice you want.

Change the speed of the dice

In the 'Dice Roller' Box, use the Speed slider to increase or decrease the speed of the dice.

Put the dice total on the page

In the 'Dice Roller' Box, click on the Output to Flipchart button.

Show

Using the Calculator

To use the calculator supplied with ActivInspire:

- From the Tools Menu select Math Tools > Calculator.

To use the calculator supplied with your operating system, or another one of your choice:

1. From the File Menu, select Settings.
2. Select Tools.
3. Scroll down to Calculator settings
    - Check Use calculator supplied with operating system, or
    - Next to Use calculator specified by user, browse to the calculator of your choice.
4. Click on Done.

Using the Protractor

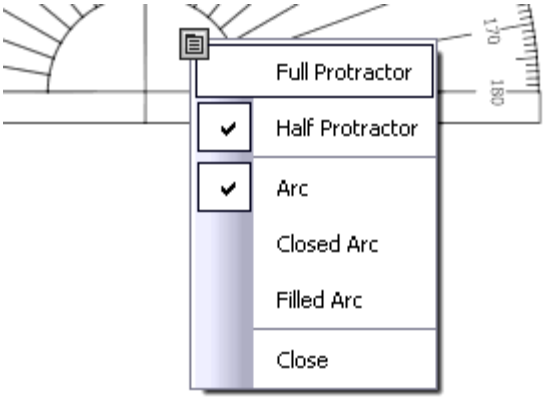
Use the Protractor to measure angles and draw arcs.

From the Tools Menu, select Math Tools > Protractor. You can have more than one protractor.

The default colors are grey / black. To change the color of rulers and protractors, select File > Settings > Tools.

The color changes are shown in the next ruler or protractor you select.

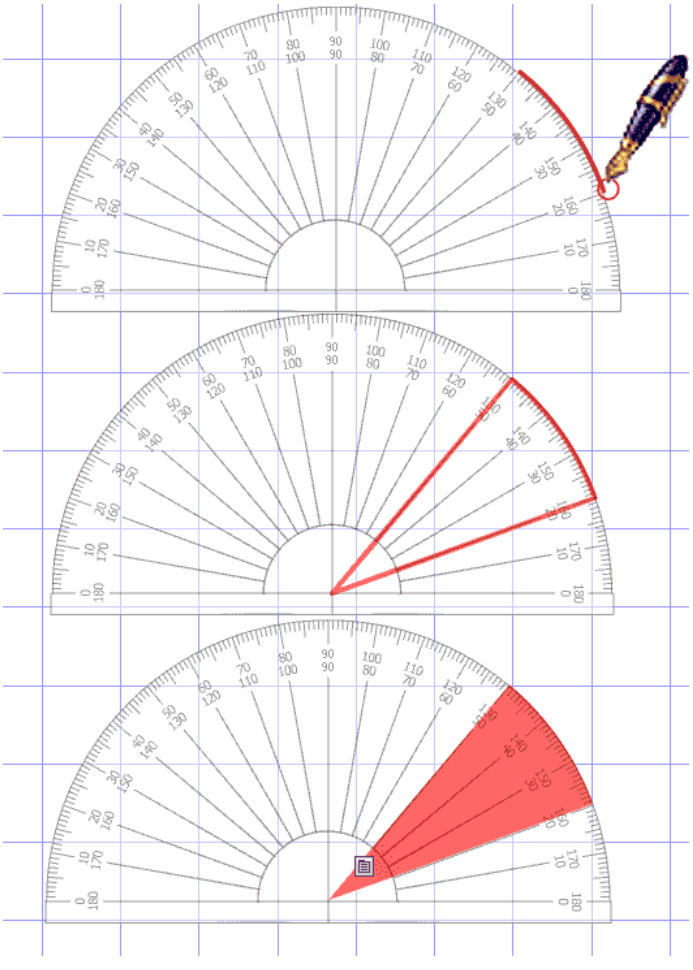
The right-click Popup Menu gives options for the protractor and arc drawn.



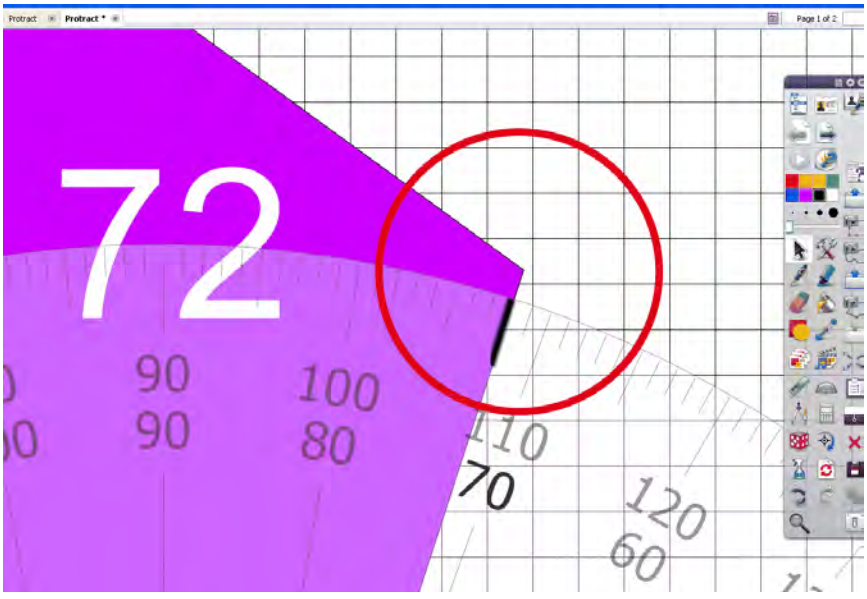
When you are ready to draw, hover with the pen near the edge of the protractor.

The cursor jumps or snaps to the protractor.

Click and drag along the edge of the protractor, and a perfect arc will be drawn. The three different arc styles are shown on the right.



The angle is viewed from the scale on the protractor (zoom in for greater accuracy).


Protract
Protract *
Page 1 of 2
72
90
90
100
80
110
70
120
60

Show

Using the Compass

The compass draws a simple arc with the outline and fill characteristics of the Pen .

From the Tools Menu, select MathTools > Compass. You can have more than one compass.

To set up the compass, click on its various parts:

- Click on the left arm to move the compass around the page.
- Place the spike where you want the centre of rotation.
- Click on the right arm to rotate the compass without drawing.
- Click on the pencil holder to widen the span of the compass.
- Click on the hinge to hide the compass.

When you are ready to draw, hover with the pen near the tip of the pencil.

The cursor jumps or snaps to the pencil tip.

Click and drag to draw your arc.

Setting the X / Y Origin

You can rotate any object just by selecting it and using the Rotate Object Marquee Handle to spin the object around its center point. However, you may not want to rotate an object around its center point. Instead, use the XY Origin Tool to add an origin point anywhere on a page. The object will spin around the page origin point when you click and move the Rotate Object Marquee Handle.

Ensure the object you want to rotate is located on your page, then click on the XY Origin Tool to display the origin point. Move the origin point to a new position, this will be the position that you want to be the center of rotation. Select the object with the Select Tool, notice the XY Origin Tool button remains selected. Then, use the Rotate Object Marquee Handle to spin the object around the new origin point. When you have finished, click on the XY Origin Tool once more to remove the rotate point.

The origin point will remember its last position on a page. When you switch it on again, it will automatically appear in the same position when it was last displayed.

A group of objects will rotate about the center point of the selected group, unless the XY Origin Tool is switched on. In this case the group will rotate around the XY origin point.

Keyboard Shortcuts

Function	Windows™	Linux™	Mac®
Help	F1	F1	F1
Toggle Design Mode	F2	F2	F2
ExpressPoll	F3	F3	F3
Dual User	F4	F4	F4
Toggle Full Screen	F5	F5	F5
Desktop Tools	F6	F6	F6
Flipchart Spellchecker	F7	F7	F7
Page Browser	F8	F8	F8
Property Browser	F9	F9	F9
Action Browser	F10	F10	F10
Dashboard	F11	F11	F11
Promethean Planet	F12	F12	F12
Select All	CTRL+A	CTRL+A	Cmd+A
Toggle Browsers	CTRL+B	CTRL+B	Cmd+B
Copy	CTRL+C	CTRL+C	Cmd+C
Duplicate	CTRL+D	CTRL+D	Cmd+D
Eraser	CTRL+E	CTRL+E	Cmd+E
Fill	CTRL+F	CTRL+F	Cmd+F
Toggle Grouped	CTRL+G	CTRL+G	Cmd+G
Highlighter	CTRL+H	CTRL+H	Cmd+H
Insert Blank Page After Current	CTRL+I	CTRL+I	Cmd+I
Edit Profiles	CTRL+J	CTRL+J	Cmd+J

On-screen Keyboard	CTRL+K	CTRL+K	Cmd+K
Insert Link to File	CTRL+L	CTRL+L	Cmd+L
Insert Media	CTRL+M	CTRL+M	Cmd+M
Open a new flipchart	CTRL+N	CTRL+N	Cmd+N
Open an existing flipchart	CTRL+O	CTRL+O	Cmd+O
Pen	CTRL+P	CTRL+P	Cmd+P
Insert Question	CTRL+Q	CTRL+Q	Cmd+Q
Revealer	CTRL+R	CTRL+R	Cmd+R
Save a flipchart	CTRL+S	CTRL+S	Cmd+S
Text	CTRL+T	CTRL+T	Cmd+T
View Customize	CTRL+U	CTRL+U	Cmd+U
Paste	CTRL+V	CTRL+V	Cmd+V
Close	CTRL+W	CTRL+W	Cmd+W
Cut	CTRL+X	CTRL+X	Cmd+X
Redo your last action	CTRL+Y	CTRL+Y	Cmd+Y
Undo your last action	CTRL+Z	CTRL+Z	Cmd+Z
Increase Object Size	CTRL+ +	CTRL+ +	Cmd+ +
Decrease Object Size	CTRL+ -	CTRL+ -	Cmd+ -
Desktop Annotate	CTRL+Shift+A	CTRL+Shift+A	Cmd+Shift+A
Send to Back	CTRL+Shift+B	CTRL+Shift+B	Cmd+Shift+B
Connectors	CTRL+Shift+C	CTRL+Shift+C	Cmd+Shift+C
Desktop Snapshot	CTRL+Shift+D	CTRL+Shift+D	Cmd+Shift+D
Export Page	CTRL+Shift+E	CTRL+Shift+E	Cmd+Shift+E
Bring to Front	CTRL+Shift+F	CTRL+Shift+F	Cmd+Shift+F
Grid Designer	CTRL+Shift+G	CTRL+Shift+G	Cmd+Shift+G

Handwriting Recognition	CTRL+Shift+H	CTRL+Shift+H	Cmd+Shift+H
Toggle Hidden	CTRL+Shift+I	CTRL+Shift+I	Cmd+Shift+I
Toggle Drag a Copy	CTRL+Shift+J	CTRL+Shift+J	Cmd+Shift+J
Camera - Area	CTRL+Shift+K	CTRL+Shift+K	Cmd+Shift+K
Toggle Locked	CTRL+Shift+L	CTRL+Shift+L	Cmd+Shift+L
Magic Ink	CTRL+Shift+M	CTRL+Shift+M	Cmd+Shift+M
Notes Browser	CTRL+Shift+N	CTRL+Shift+N	Cmd+Shift+N
Circular Spotlight	CTRL+Shift+O	CTRL+Shift+O	Cmd+Shift+O
Print	CTRL+Shift+P	CTRL+Shift+P	Cmd+Shift+P
Edit Question on Page	CTRL+Shift+Q	CTRL+Shift+Q	Cmd+Shift+Q
Sound Recorder	CTRL+Shift+R	CTRL+Shift+R	Cmd+Shift+R
Shapes	CTRL+Shift+S	CTRL+Shift+S	Cmd+Shift+S
Tickertape	CTRL+Shift+T	CTRL+Shift+T	Cmd+Shift+T
Clock	CTRL+Shift+U	CTRL+Shift+U	Cmd+Shift+U
Bring Forwards	CTRL+Shift+V	CTRL+Shift+V	Cmd+Shift+V
Send Backwards	CTRL+Shift+W	CTRL+Shift+W	Cmd+Shift+W
Flip X	CTRL+Shift+X	CTRL+Shift+X	Cmd+Shift+X
Flip Y	CTRL+Shift+Y	CTRL+Shift+Y	Cmd+Shift+Y
Page Zoom	CTRL+Shift+Z	CTRL+Shift+Z	Cmd+Shift+Z
Select	Esc	Esc	Esc
Go to next page	PgDown	PgDown	Down
Go to previous page	PgUp	PgUp	Up
Delete	Del	Del	Del

Show

Customization Options

You can customize the behavior and location of all toolboxes, browsers and menubars in ActivInspire.

All can be pinned and dragged and dropped. Some can float, or be rolled in or out, or docked.

Option	Studio	Primary	Description	
Toolbox Options			Dock left	Positions the toolbox to the right/left/top/bottom of the ActivInspire window.
			Dock right	
			Dock top	
			Dock bottom	
			Floating	Allows you to click on the Titlebar at any time and drag and drop the item anywhere in the ActivInspire window. You can set the toolbox to 'Floating' at any time, by dragging it from a docked location into the middle of the screen.
			Roll Up	Toggle switch. When the toolbox is in its normal (rolled down) state, click this to 'roll up' the toolbox, showing only the Main Menu and Page Navigation icons. When the toolbox is rolled up, click this to return the toolbox to its rolled down state, where all tools are displayed.
			Roll In	Toggle switch. Shows or hides the Main Toolbox Shortcut Bar.
Roll Up				See "Roll Up" above.
Pin Toolbox				Toggle switch. Pins the toolbox in place to prevent it from automatically sliding out of view when docked.

Menubar

This page lists the default functions in each menu of the ActivInspire Menubar:

- File
- Edit
- View
- Insert
- Tools
- Help

For further details of the tools provided in ActivInspire, see Tools.

File

The File Menu includes:

Menu item	Option	Description
New Flipchart		Opens a new 'Untitled' flipchart
New		Opens a new flipchart of the specified size.
	Screen Size Flipchart	
	1024 x 768 Flipchart	
	1152 x 864 Flipchart	
	1280 x 1280 Flipchart	
	Custom Size Flipchart	
Open...		Opens the 'My Flipcharts' folder.
Open Recent		Opens a drop-down list of recent flipcharts.
	Clear List	Resets your recent flipcharts list.
Close flipchart		Closes the current flipchart. If it contains unsaved changes, opens a dialog box inviting you to confirm if you want to save changes or cancel. If you click Yes to save before closing, opens the 'My flipcharts' folder in the 'Save the flipchart as...' Dialog Box.

Save		Saves the current flipchart. If it is 'Untitled', opens the 'Save the flipchart as...' Dialog Box.
Save As...		Opens 'My flipcharts' folder in the 'Save the flipchart as...' Dialog Box. You can rename the flipchart, save the flipchart in this folder, or navigate to anywhere on disk or network. Click: • Save to save the flipchart • Cancel to exit without saving
Summary...		Opens the 'Flipchart Summary' Dialog Box. This lets you record information about your flipchart. Click: • OK to save the flipchart summary • Cancel to exit without saving
	Title	Enter the title of your flipchart.
	Description	Enter a brief description of its contents.
	Grade	Note the grade for which this flipchart is designed.
	Keywords	Add words to classify the flipchart.
Publish...		Opens the 'Publish Flipchart' Dialog Box. This lets you restrict what others can do with this flipchart, once it has been published. Click: • Cancel to exit without saving • Save Details to save changes without publishing • Publish... to apply and save your changes and publish the flipchart
	Publisher Information	Enter information in the textbox. This information is hidden from users. The textbox automatically shows any information you entered previously.
	Prevent copying pages and objects	Protects your flipchart pages and objects from being cut or copied. Users can still duplicate and mirror objects, as well as deconstruct text.
	Prevent Flipchart saving and exporting	Prevents users from saving or exporting your flipchart. This restriction also prevents exporting of Learner Response System results. If saving is allowed, the newly saved flipchart is saved as a normal flipchart without any restrictions.
	Prevent Flipchart printing	Prevents users from printing your flipchart.
	Prevent Camera	Prevents users from using the Camera in the current session.

	Tool	Will also apply to other flipcharts open at the same time.
Submit Flipcharts to Promethean Planet		Opens the Promethean Planet website in your web browser.
Import		For each of the import operations, you can browse to the file's location and select it. Click: • Open to begin the import operation • Cancel to exit without saving
	PowerPoint® As Images	Opens a dialog box that lets you browse to and select the file you wish to import. Not available in ActivInspire Personal.
	PowerPoint® As Objects	
	ExamView® XML file	
	IMS QTI XML file	
	SMART Notebook File v8, v9, v9.5, v10	
	SMART Gallery Item File	
	Resource Pack To My Resources...	Opens the 'Open Resource Pack' Dialog Box to let you import resources into your Resource Library.
	Resource Pack To Shared Resources...	
Print...		Sends the current flipchart to the default printer.
Settings...		Opens the 'Settings' Tab of the 'Edit Profiles' Dialog Box. Here you can customize features such as the Learner Response System, Tools and Multimedia. For details of all available settings, see Reference > Settings.
Exit		Exits ActivInspire. Prompts you to save any changes to flipcharts, before closing. Click: • Yes to save changes. • No to quit without saving. • Cancel to continue working.

Back to top

Edit

The Edit Menu includes:

Menu item	Option	Description
Design Mode		Toggle switch that enables/disables Design Mode. For details of Design Mode Settings, see Design Mode.
Undo		Undoes/redoes the previous command or action.
Redo		
Select		Enables Select .
Select All		Select all objects on the current page.
Page Background...		Opens the 'Set Background' Popup Box to let you select a background for the current page. Choose from: • Fill - select a single color or two colors for a graduated fill • Image - browse for an image and choose its positioning and fit • Desktop Snapshot • Desktop Overlay
Grid...		Opens the Grid Designer to let you create your own colorful multi-level grids.
Clear		All Clear actions apply to the current page.
	Clear Annotations	Deletes anything created with the Pen, Highlighter or Magic Ink.
	Clear Objects	Deletes any objects including text created with the Text Tool.
	Clear Grid	Deletes all grid levels.
	Clear Background	Deletes the background.
	Clear Page	Deletes everything on the page.
Reset Page		Resets the current page to the state it was in when it was last saved.
Cut		Cuts, copies, pastes, duplicates or deletes the currently selected object(s) or page.
Copy		
Paste		

Duplicate		
Delete		
Transform		
	Increase Object Size	Increases or decreases the size of the object by 10% of its current size.
	Decrease Object Size	
	Original Size	Resets the size of the object back to the original.
	Best Fit to Width	Sets the selected object(s) to best fit the page width or height, while preserving the aspect ratio of the object(s). Only applies to objects whose initial size is larger than the flipchart page, for example, scanned images.
	Best Fit to Height	
	Best Fit to Page	Sets the selected object(s) to best fit the page size (both width and height), while preserving the aspect ratio of the object(s). Only applies to objects whose initial size is larger than the flipchart page, for example, scanned images.
	Mirror in X Axis	Creates a mirror image of the object in the X axis, towards the top of the page.
	Mirror in Y Axis	Creates a mirror image of the object in the Y axis, towards the left of the page.
	Flip in X Axis	Flips the object in the X axis, towards the top of the page.
	Flip in Y Axis	Flips the object in the Y axis, towards the left of the page.
	Align	Aligns groups of objects.
	Align Left	Aligns all selected objects so that their left edges are the same as the left-most object in the selection.
	Align Center X	Aligns all selected objects so that their centers match horizontally, with their center points being placed at the centers of the initial bounding rectangle.
	Align Right	Aligns all selected objects so that their right edges are the same as the right-most object in the selection.
	Align Top	Aligns all selected objects so that their top edges are the same as the highest object in the selection.
	Align Center Y	Aligns all selected objects so that their centers match vertically, their center points being placed at the center of the initial bounding rectangle.

	Align Bottom	Aligns all selected objects so that their bottom edges are the same as the lowest object in the selection.
	Align Width	Stretches all selected objects to the same width as the first object created within the selected objects.
	Align Height	Aligns objects at the height of the first object created in the group.
	Align Angle	Aligns objects at the angle of the first object created.
	Align Complete	Aligns all selected objects to match the left, right, bottom, top, width, height and angle properties of the first object created within the selected objects.
Reorder		Moves selected objects to a different place in the stacking order, or to another layer
	Bring to Front	Sends the object to the front of the stack.
	Bring Forwards	Sends the object forwards by one position within the stack.
	Send to Back	Sends the object to the back of the stack.
	Send Backwards	Sends the object backwards by one position within the stack.
	To Top Layer	Sends the object to the top, middle or bottom layer.
	To Middle Layer	
	To Bottom Layer	
Question on Current Page...		Opens the 'Insert Question' Wizard, which lets you choose a question type and design. For details, see Using Learner Response Systems > Prepared Questions - Using the Question Wizard.
Student Database...		Opens the 'Edit Student Database' Dialog Box. For details, see Using Learner Response Systems > Assigning students to devices.
Profiles...		Opens the 'Layout' Tab of the 'Edit Profiles' Dialog Box. Not available in ActivInspire Personal.
Design Mode Settings...		Opens the 'Settings' Tab of the 'Edit Profiles' Dialog Box.

Back to top

View

The View Menu includes:

	Description

Menu item	
Switch Profile	Displays a drop-down menu of available profiles. Not available in ActivInspire Personal.
Fullscreen	Switches to fullscreen mode. Click on the Fullscreen icon to exit or switch to fullscreen mode.
Flipcharts	Displays a drop-down menu of the currently open flipcharts.
Next Page	Goes to the next or previous page.
Previous Page	
Page Zoom	Begins Page Zoom. Left or right-click to zoom in or out. Click and drag to pan around the flipchart page.
Browsers	Toggle switches that show or hide the Browsers, Menubar, Document Tabs and Trashcan.
Menubar	
Document tabs	
Flipchart bin	
Dashboard	Displays the ActivInspire Dashboard.
Sound Controller	Displays the Sound Controller when you click on a sound file to play the sound. The Sound Controller is displayed until you close it, or go to another flipchart page.
Customise...	Opens the 'Commands' Tab of the 'Edit Profiles' Dialog Box.

Back to top

Insert

The Insert Menu includes:

Menu item	Option	Description
Page	Blank Page Before Current	Inserts a blank page before or after the current page.
	Blank Page After Current	
	Desktop Snapshot	Displays the desktop and enables Desktop Snapshot. when you click on Take Snapshot, inserts snapshot of the desktop after the current page.
	Other menu options may also be available here. These depend on the resources	

	you have installed.	
	More Page Templates	Opens 'Shared Resources' folder in the Resource Browser. Not available in ActivInspire Personal.
Question...		Opens the 'Insert Question' Wizard.
Media...		Opens the 'Choose media to insert' Dialog Box.
Link		
	File...	Opens the 'Select File' Dialog Box.
	Website...	Opens the 'Insert Website' Dialog Box.
Text		Enables the Text Tool.
Shapes		Opens the Shapes Menu. Lets you select a shape and draw it. Not available in ActivInspire Personal Edition.
Connectors		Enables the Connectors Tool.
Timestamp		Adds a timestamp to the current page.

Back to top

Tools

The Tools Menu includes:

Menu item	Option	Description
Desktop Annotate		Lets you: • Write annotations on your computer's live desktop with the Pen or Highlighter • Interact with other applications on your desktop with Select
Desktop Tools		Minimizes ActivInspire and displays Desktop Tools.
Dual User		Enables collaborative working with two ActivPens on an ActivBoard version 3, or an upgraded ActivBoard version 2.
ExpressPoll		Launches the voting 'Wonderwheel' with which you can select a question style and options to ask your class.
Pen		Lets you write and draw annotations on the board.

Highlighter		Lets you highlight areas of the flipchart in translucent color.
Eraser		Lets you permanently erase or break up annotations made with the Pen, Highlighter, or Magic Ink.
Fill		Lets you fill: • Shapes with single or gradient colors (you can set gradient colors in the Property Browser) • Intersecting partial shapes with different colored fill shapes • Pages
Magic Ink		Lets you make areas of your flipchart invisible and reveal them when the class is ready.
Handwriting Recognition		Lets you write on the board, then turns your annotations into print.
Shape Recognition		Lets you draw on the board, then turns your drawings into shapes.
Revealer		Lets you selectively reveal parts of the flipchart page.
Spotlight	Circular Spotlight	Lets you move different shaped light or opaque spotlights to show or hide areas of your flipchart.
	Square Spotlight	
	Solid Circular Spotlight	
	Solid Square Spotlight	
Camera	Area Snapshot	Lets you take a snapshot from the screen – this may be a picture on a website or flipchart, for example.
	Point to Point Snapshot	
	Freehand Snapshot	
	Window Snapshot	
	Fullscreen Snapshot	
Math Tools	Ruler	Lets you draw and measure lines on the board.
	Protractor	Lets you draw arcs, segments and circles and measure angles.
	Compass	Lets you draw circles and arcs of any size, color or line thickness with the Pen, Highlighter or Eraser.
	Dice Roller	Lets you roll up to five dice, set the speed of the roll and print the result to the flipchart.

	Calculator	Lets you perform maths calculations at the board.
More Tools...		
	Sound Recorder	Lets you record sounds and incorporate them in your flipchart.
	Screen Recorder	Lets you record actions on a flipchart, desktop flipchart, the desktop, or another application, then play them back as an animation.
	On-screen Keyboard	Lets you add typed text to your flipchart while at the board.
	Clock	Displays a clock which you can use in timed activities and competitions.
	Tickertape...	Runs a tickertape with the text of your choice across the board until you stop the tape.
	Web Browser	Launches your computer's web browser.
	Spellcheck Flipchart	Lets you check the spelling of your flipchart.
	Teacher Lock...	Restricts access to the current activity.
	Device Registration...	Begins the process of telling the ActivHub how many devices and device groups there are in the classroom. You need to register devices before you begin a voting session.
	Edit User Defined Buttons...	Lets you define your own shortcut buttons which will appear in the Shortcut Bar of the Main Toolbox.

Back to top

Help

The Help Menu includes:

Menu item	Description
Contents	Opens this help file.
Promethean Website	Opens the Promethean website or Promethean Planet website in your internet browser.
Promethean Planet	
Check for updates...	Checks if an updated version of ActivInspire is available. Either confirms that you have the latest version installed, or opens the 'ActivInspire Update' Dialog Box. Follow the instructions on the screen to download and install software updates.
About	Opens the 'About ActivInspire' Dialog Box. This contains details of the software release version and license agreement.

Back to top

Toolboxes and Toolbars

This section gives an overview of the tools and functions available in ActivInspire's toolboxes and toolbars:

- Main Toolbox
- Pen Tray (ActivInspire Primary)
- Dual Pen Tray (ActivInspire Primary)
- Fill Tray (ActivInspire Primary)
- Dual Fill Tray (ActivInspire Primary)
- Desktop Tools
- Format Toolbar
- Voting Wonderwheel
- Dual Toolbox

For full details of the tools and functions provided in ActivInspire, see Reference > Tools.

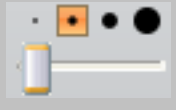
For a summary of the tools and functions available in each menu and popup menu in ActivInspire, see Reference > Menus and Popup Menus.

You can customize the Main Toolbox and Object Edit Toolbar to contain any combination of tools to suit your needs. For details, see Choosing your tools.

Main Toolbox

The Main Toolbox contains the following tools and menu items by default.

Tool/Menu item	Studio	Primary	Description	More info...
Main Menu			Opens the Main Menu. This gives you access to the same menus as the Menubar.	Reference > Menus > File, Edit, View, Insert, Tools, Help
Switch Profile			Opens a popup box showing the available profiles, to quickly switch from one profile to another.	More about ActivInspire > Making profiles work for you
Desktop Annotate			Makes your computer's live desktop the background of your flipchart page. Lets you annotate the desktop and interact with other applications.	Reference > Tools > Desktop Annotate
Desktop Tools			Minimizes ActivInspire and launches the Desktop Tools.	Desktop Tools
Previous Page			Displays the previous flipchart page.	

Next Page			Displays the next flipchart page. Adds a new flipchart page, if you click it on the last page of a flipchart.	
Start/Stop Flipchart Vote			Opens the 'Voting Summary' Box. Only enabled if the current page contains a prepared voting question.	Using Learner Response Systems > Prepared questions -Using the Question Wizard
Express Poll			Lets you ask your students a quick question and display voting results instantly.	Using Learner Response Systems > Quick question and ExpressPoll Reference > Tools > ExpressPoll
Color Palette		see Pen Tray	In ActivInspire Studio, lets you select the color of text, highlighter, lines and shapes, filling objects, etc. To select a color not included in the Color Palette, right-click on the color you want to change and select a color, or create your own custom color.	First steps with ActivInspire > Writing on a flipchart
Width Selectors		see Pen Tray	In ActivInspire Studio, lets you select a different size for your Eraser, Highlight or Pen. To change the size, ensure the tool is selected, then do one of the following: • Click on one of the circular settings in the Width Selector. For the Eraser and Highlighter you can choose from 20 or 50 pixels. For the Pen you can choose from 2, 4, 6 or 8 pixels. • Click and drag the slider to change the width from 0 to 100 pixels in increments of 1. Setting the width to 0 will result in a fixed width of 1 pixel. That means the width will always be 1 pixel, even if you use Page Zoom to change the magnification. You can change the outline width	First steps with ActivInspire > Writing on a flipchart

			of annotations, lines and shapes just by selecting the object and clicking on a pen width.	
Select			Lets you select and interact with objects on the flipchart page.	Reference > Tools > Select
Tools			Opens the Tools Menu.	Reference > Menus and Popup Menus > Tools
Pen			Writes or draws on your flipchart. In ActivInspire Primary, it also opens the Pen Tray at the bottom of the ActivInspire window.	Reference > Tools > Pen First steps with ActivInspire > Writing on a flipchart
Highlighter		see Pen Tray	Emphasizes areas of your flipchart with translucent color.	Reference > Tools > Highlight First steps with ActivInspire > Writing on a flipchart
Eraser		see Pen Tray	Permanently erases Pen, Highlight and Magic Ink annotations from your flipchart.	Reference > Tools > Eraser First steps with ActivInspire > Deleting stuff
Fill			Fills a selected object or page with color. In ActivInspire Primary, it also opens the Fill Tray at the bottom of the ActivInspire window.	Reference > Tools > Fill First steps with ActivInspire > Adding and manipulating shapes
Shape			Opens the Shapes Menu, to let you select a shape, then draw it.	Reference > Tools > Shape
Connector			Connects objects or shapes with a Connector line.	Reference > Tools > Connector
Insert Media From File			Opens a dialog box from which you can browse to, select and insert graphics, videos or other files into the flipchart page.	
Text			Adds text you type at your computer keyboard.	Reference > Tools > Text First steps with ActivInspire > Adding and

				formatting text	
Resource Browser	not applicable		Opens the Resource Browser.	A tour of ActivInspire > Exploring ActivInspire Primary > Resource Browser	
Page Browser	not applicable		Opens the Page Browser.	A tour of ActivInspire > Exploring ActivInspire Primary > Page Browser	
Clear			Deletes items from the current page:	First steps with ActivInspire > Deleting stuff	
			Annotations		Deletes anything drawn with the Pen, Highlight or Magic Ink.
			Objects		Deletes all images, shapes and text.
			Grid		Deletes any grid.
			Background		Deletes any background.
			Page		Deletes all objects from the current page.
Reset Page			Resets the current page to the state it was in when it was last saved. For new, unsaved flipcharts, clears the current page.	First steps with ActivInspire > Deleting stuff	
Undo			Undoes or redoes your last action, for example, Fill. Click repeatedly to undo or redo as many actions as required.	Reference > Tools > Undo and Redo	
Redo					
Edit-user defined buttons			Visible when the Main Toolbox is not rolled in or rolled up. Opens the 'User defined buttons'	More about ActivInspire > Making profiles	

			Tab in the 'Edit Profiles' Dialog Box. You can assign properties to a button, for example to open a file or run a program. You can also add a tooltip to identify the button.	work for you > Creating and switching profiles > Defining your own buttons

Back to top

Pen Tray (ActivInspire Primary)

In ActivInspire Primary, some tools that are available in the Main Toolbox in ActivInspire Studio, are instead provided in the Pen Tray, for easy access by smaller learners.

The Pen Tray opens, when you on click the Pen . The Pen Tray contains the following tools:

Tool		Description	More info...
Highlighters		Three highlighters of different thicknesses.	A tour of ActivInspire > Exploring ActivInspire Primary > Pen Tray
Pens		Six pens of different thicknesses.	
Erasers		Three erasers of different thicknesses.	
Color		Along the bottom edge of the tray: • A range of colors from which you can select the color for the Pen and Highlighter Tools. • Some blank color slots on which you can right-click to pick or mix your own color.	

Back to top

Fill Tray (ActivInspire Primary)

The Fill Tray opens, when you on click the Fill Tool. It contains

- A range of colors from which you can select the color for the Fill Tool.
- Some blank color slots on which you can right-click to pick or mix your own color.

Dual Fill Tray (ActivInspire Primary)

The Dual Fill Tray is identical to the Fill Tray, except for the tray color.

Dual Pen Tray (ActivInspire Primary)

The Dual Pen Tray contains the same tools as the Pen Tray, except for the Erasers.

Back to top

Desktop Tools

Desktop Tools are available in the form of a 'Wonderwheel' when you minimize ActivInspire. It contains tools that can be used over the desktop. Desktop Tools close automatically when you restore the ActivInspire window.

To move Desktop Tools, click in the center of the Wonderwheel and drag the tools to their new location.

Tool	Studio	Primary	Description	More info...
Restore ActivInspire			Maximizes ActivInspire and closes the Desktop Tools.	
ExpressPoll			Lets you ask your students a quick question and display voting results instantly.	Reference > Tools > ExpressPoll
Promethean Planet			Opens the Promethean Planet website in your web browser.	
On-Screen Keyboard			Lets you add typed text to your flipchart while at the board.	Reference > Tools > On-screen Keyboard More about ActivInspire > Working at the board > Using the On-screen Keyboard
Camera			Lets you take a snapshot from the screen, for example, a picture on a website or flipchart.	Reference > Tools > Camera More about ActivInspire > Working at the board > Using the Camera
Tickertape			Lets you create messages that scroll continuously across the screen.	Reference > Tools > Tickertape More about ActivInspire > Working at the board > Using Tickertapes
Clock			Lets you choose an analog or digital clock. You can set the display, choose count down or count up as desired.	Reference > Tools > Clock More about ActivInspire > Working at the board > Using the Clock

Screen Recorder			Lets you record the actions on a flipchart, desktop flipchart, the desktop, or another application, saving them to a file and play them back as an animation.	Reference > Tools > Screen Recorder
Sound Recorder			Lets you record sounds if you have the required hardware.	Reference > Tools > Sound Recorder
Calculator			Lets you do math calculations at the board.	Reference > Tools > Calculator More about ActivInspire > Number tools for all occasions > Using the Calculator
Dice Roller			Lets you roll up to five dice.	Reference > Tools > Dice Roller More about ActivInspire > Number tools for all occasions > Using the Dice Roller

Back to top

Format Toolbar

The Format Toolbar opens by default, whenever you work with the Text Tool. You can also open the Format Toolbar from the Notes Browser.

For details, see First steps with ActivInspire > Adding and formatting text.

You can access the following functions from the Format Toolbar:

Function	Studio	Primary	Description
Fonts			Lets you select a font from the drop-down menu.
Font Size			Lets you select a font size from the drop-down menu.
Increase Font Size			Increases or decreases the font size by two points at a time.
Decrease Font Size			
Bold			Lets you add bold or italic text, or changes the selected text to bold or italic.
Italic			
Underline			Lets you underline text, or underlines the selected text.
Superscript			Lets you add text in superscript or subscript, or changes the selected text to subscript or superscript.
Subscript			

Text Color			Lets you select a text color or background color from the olor Palette, or mix and match your own color.
Background Color			
Align Left			Aligns text left, centered, or right.
Center			
Align Right			
Increase Line Spacing			Increases or decreases the space between selected lines of text.
Decrease Line Spacing			
Increase Indent			Increases or decreases the indentation of the selected text.
Decrease Indent			
Bullets			Lets you turn text into a bulleted list.
On-Screen Keyboard			Displays the On-Screen Keyboard that lets you create typed text at he board.
Select All			Selects all the text in the currently selected text object.
Text Symbols			Lets you select symbols from a drop-down list.

Back to top

Voting Wonderwheel

Tool	Studio	Primary	Description
Click To List Likert Scale			Displays 'Likert Scale' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Number Question			Displays 'Number entry' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Text Question			Displays 'Text entry' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.

Multiple Choice			Displays 'Multiple choice' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Sort in Order			Displays 'Sort in Order' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Yes/No - True/False	T/F	T/F	Displays 'Yes/No or True/Falser' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Actions			
Device Registration			Opens the 'Device Registration' Dialog Box to let you begin registering ActiVote or ActivExpression devices.
Assign Students To Devices			Opens the 'Assign students to devices' Dialog Box to let you import student names from a database.
Close			Closes the voting Wonderwheel.
Target ActivExpression Devices			Sets the type of device from which votes will be accepted in the current voting session.
Target ActiVote Devices			

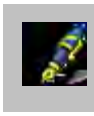
Back to top

Dual Toolbox

The Dual Toolbox appears in the bottom left of the ActivInspire window by default. You can pin or drag and drop the Dual Toolbox. You cannot add or remove tools from this toolbox.

The Dual Toolbox contains the following tools:

Tool/Menu item	Studio	Primary	Description
Color Palette		see Pen Tray	Click a colour to select the olor for the Pen, Highlighter, or Shape Tools. Right click to access the Extended Color Palette, or create a custom olor.
Width selectors		see Pen Tray	Use presets or slider to set pen width.
Select			Lets you select and interact with objects on the flipchart page.
Fill			Fills a selected object or page with olor. In ActivInspire Primary, it also opens the Dual Fill Tray at the bottom of the ActivInspire window.

Pen			Writes or draws on your flipchart. In ActivInspire Primary, it also opens the Dual Pen Tray at the bottom of the ActivInspire window.
Highlighter		see Pen Tray	Emphasizes areas of your flipchart with translucent olor. In ActivInspire Primary, it also opens the Dual Fill Tray at the bottom of the ActivInspire window.
Shape			Opens the Shapes Menu, to let you select a shape, then draw it.
Connector			Connects objects or shapes with a Connector line.
Handwriting Recognition			Turns annotations into text.
Shape Recognition			Turns free-hand drawings into shapes.

Back to top

Actions

You can associate an action with any object in your flipchart in the Action Browser.

If you are used to working with actions in Activstudio or Activprimary, see Summary of differences for important information about using actions in existing flipcharts in ActivInspire

For every action, there is a matching tool or command.

For information about the types of actions available in ActivInspire, see:

- Drag and Drop Actions
- Command Actions
- Page Actions
- Object Actions
- Document/Media Actions
- Voting Actions

Properties

Use the Property Browser to view, change and apply a range of powerful properties to your flipchart page or objects. The options are displayed in the Browser and depend on whether you have selected a page, single object or multiple objects. Different types of objects have different types of properties.

For details of how to change properties, see Changing object properties.

This section briefly describes the available properties by category:

- Identification properties
- Appearance properties
- Outline properties
- Fill properties
- Background properties
- Position properties
- Label properties
- Container properties
- Rotate properties
- Restrictors properties
- Miscellaneous properties
- Multimedia properties
- Page properties
- Tools property
- Revealer properties
- Spotlight properties
- Grid properties

Settings

You can customize ActivInspire in many different ways to suit your needs. To ensure that selected tools and features always behave in a predefined way, you can set up and save your preferences in one or more profiles.

This section describes the available settings and their options:

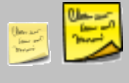
- Learner Response System
- Clock Tool
- Effects
- Flipchart Objects
- Language
- Online Settings
- Spell Checker
- Tools
- User Input
- Recordings
- Profile and Resources
- Flipchart
- Multimedia
- Design Mode

For details of how to access and change Settings, see Choosing application settings.

Drag and Drop Actions

The quickest way to associate an action with an object is from the Drag and Drop Tab of the Action Browser .

The following table lists the actions and briefly describes what happens when you click on the action object:

Action	Effect	More info...
Select	Enables Select	Tools > Select
Pen	Enables the Pen	Tools > Pen
Highlighter	Enables the Highlighter	Tools > Highlighter
Eraser	Enables the Eraser	Tools > Eraser
Text	Enables the Text Tool.	Tools > Text
Shape	Enables the Shape Tool	Tools > Shape
Fill	Enables the Fill Tool	Tools > Fill
Notes Browser	Opens the Notes Browser 	ActivInspire's Browsers > Notes Browser (Studio) ActivInspire's Browsers > Notes Browser (Primary)
Next Page	Goes to the next/previous flipchart page.	
Previous Page		
First Page	Goes to the first/last flipchart page.	
Last Page		
Revealer	Enables the Revealer	Tools > Revealer
Reset Page	Resets the current page to the state it was in when it was last saved.	

Ruler	Enables the Ruler	Tools > Ruler
Protractor	Enables the Protractor	Tools > Protractor
Compass	Enables the Compass	Tools > Compass
ExpressPoll	Launches the voting Wonderwheel. Use it as a shortcut instead of the ExpressPoll button, for example, when the Main Toolbox is unavailable.	Tools > ExpressPoll Using Learner Response Systems > Quick Questions and ExpressPoll
Start Flipchart Vote	Starts a voting session, but only if there is a question on the current page.	Prepared questions - Using the Question Wizard
Snap to Grid	Makes the object snap to the grid, even when the grid is invisible.	Tools > Snap to Grid

Page Actions

Use page actions to quickly navigate around the flipchart, insert or clear a page, or change the background.

The following table lists the actions and describes what happens when you click on the action object:

Action	Effect
Another Page	Goes to the page number you specify in Action Properties in the Action Browser.
Clear Page	Clears the page and clears the action object itself.
Copy Page	Copies the current page, including the action object, to the Paste Buffer, so that you can paste it to a new page.
Cut Page	Cuts the current page from the flipchart.
Duplicate Page After Current Page	Inserts a duplicate of the current page before or after the current page.
Duplicate Page Before Current Page	
Duplicate Page at End of Flipchart	Inserts a duplicate of the current page at the end of the flipchart.
First Page	Goes to the first page in the flipchart.
Last Page	Goes to the last page in the flipchart.
New Page After Current Page	Inserts a blank page before or after the current page.
New Page Before Current Page	
Next Page	Goes to the next page.
Page History Back	Each time you show a page in the flipchart, this page number is added to an internal Page History List. Use the 'Page History Back' action to return you back through the Page History. If you have visited a series of pages and each page contains a 'Page History Back' action object, clicking these objects will take you back through the page history.
Page History Forward	This action will take you forward through the pages in the Page History. This action only works if you have issued at least one 'Page History Back' action on one or more pages.
Previous Page	Goes to the previous page.
Reset Page	Resets the page to the state it was in when it was last saved.
Set Background	Opens the 'Set Background' Dialog Box, which lets you set a background color or image.

Object Actions

Use object actions to change for example, the size, alignment or position of an object, so that when you click on an action object, either the target object or the action object itself is changed.

The following table lists the actions, and describes what happens when you click on the action object.

Action	Effect	More info...
Align Angle	Aligns all selected objects so that their angles match the first object created within the selected objects.	For each of these actions, the alignment criteria for the whole group are always based on the *first object created in the group*.
Align Bottom	Aligns all selected objects so that their bottom edges are the same as the bottom-most object in the selection.	
Align Center X	Aligns all selected objects so that their centers match horizontally (for X) or vertically (for Y), with their center points being placed at the center of the initial bounding rectangle.	
Align Center Y		
Align Complete	Aligns all selected objects to match the left, right, bottom, top, width, height and angle properties of the first object created within the selected objects.	
Align Height	Aligns objects at the height of the first object created in the group.	
Align Left	Aligns all selected objects so that their left, right or top edges are the same as the left, right or top-most object in the selection.	
Align Right		
Align Top		
Align Width	Stretches a group of objects to the same width as the first object created in the group.	
Angle	Rotates the objects to the angle specified in 'Action Properties'.	
Angle Incrementally	Incrementally rotates objects by the angle you specify in 'Action Properties'. For example, if you specify 10 degrees, the angle of the target object changes by 10 degrees clockwise every time you click on the action object. You can specify a minus value for the angle to rotate the objects counterclockwise.	
Append Text	Appends the text you typed in 'Action Properties' to the target text object when you	Tip Insert a space at the beginning of

	click on the action object.	the text.
Best Fit To Height	Applies the best fit to page for the target objects.	
Best Fit to Page		
Best Fit to Width		
Bring Forwards	Sends the object forwards by one position within the stack on its current layer.	Using layers and stacking
Bring to Front	Sends the object to the front of the stack on its current layer.	
Change Text Value	Increments or decrements the value of the target text object by the value of the text specified in 'Action Properties'. For example, if the target text object contains ‘5’ and the Action property text is ‘-2’, the target object will reduce to ‘3’ when the action is applied.	
Clear Annotations	Clears all annotations on the page.	
Clear Background	Clears the background.	
Clear Grid	Clears the grid.	
Clear Objects	Clears all objects on the page.	
Copy	Copies/Cuts/Deletes/Duplicates any of the following objects: text, image, annotation objects, shape, action and mixed groups of objects.	
Cut		
Delete		
Duplicate		
Edit Text	Selects the target text object and enables the Text Tool.	
Extract Text	Creates a new text object from each word you click on in the target text object.	
Flip in X Axis	Flips the target object in the X axis, towards the top of the page.	
Flip in Y Axis	Flips the target object in the Y axis, towards the left of the page.	
Toggle Grouped	Lets you group or ungroup the currently selected objects.	
Toggle Hidden	Lets you show or hide the currently selected objects.	

Invert	Turns the object upside down.	
Less Translucent	Makes the target object incrementally less translucent, the more often you click on the action object.	
Toggle Locked	Lets you lock or unlock the currently selected objects.	Can be moved with the Freely Move Object Handle.
Mirror in X Axis	Creates a mirror image of the object in the X axis, towards the top of the page.	
Mirror in Y Axis	Creates a mirror image of the object in the Y axis, towards the left of the page.	
More Translucent	Makes the target object incrementally more translucent, the more often you click on the action object.	
New Text Object	Inserts a new text object containing the text you typed in 'Action Properties'.	Useful when you want to use text icons, then display text at the appropriate time.
Original Size	Resets the size of the object to its originally authored size. For shapes, this is the size of the shape, when it was originally added to the page.	
Paste	Pastes the contents of the Paste buffer.	
Position Bottom	Moves the bottom of the target object to the position Y, as specified in 'Action Properties'.	
Position Bottom Left	Moves the bottom left of the target object to position X, Y, as specified in 'Action Properties'.	
Position Bottom Right	Moves the bottom right of the target object to position X, Y, as specified in 'Action Properties'.	
Position Central	Moves the target object to position X, Y, as specified in 'Action Properties'.	
Position Incrementally	Moves the target object incrementally from its original position by the number of pixels specified in 'Action Properties'.	
Position Left	Moves the left edge of the target object to position X, as specified in 'Action Properties'.	
Position Right	Moves the right edge of the target object to position X, as specified in 'Action Properties'.	
Position Top	Moves the top edge of the target object to position Y, as specified in 'Action Properties'.	

Position Top Left	Moves the top left edge of the target object to position X,Y, as specified in 'Action Properties'.	
Position Top Right	Moves the top right edge of the target object to position X,Y, as specified in 'Action Properties'.	
Reflect	Flips the object over about its own central Y axis.	
Select All	Selects everything on the page.	Reference > Select
Send Backwards	Sends the target object backwards by one position within the stack on its current layer.	Using layers and stacking
Send to Back	Sends the target object to the back of the stack on its current layer.	
Size Bottom Size Bottom Incrementally Size Bottom Left Size Bottom Left Incrementally Size Bottom Right Size Bottom Right Incrementally Size Central Size Central Incrementally Size Left Size Left Incrementally Size Right Size Right Incrementally Size Top Size Top Incrementally Size Top Left Size Top Left Incrementally Size Top Right	Size actions set the overall size of the target object to the value specified in the 'Action Properties'. The final position of the object is dictated by the chosen size action. For example if you choose 'Size Bottom 100', the object will be sized such that it is 100 pixels in width and height, whilst maintaining the position of the top edge of the object. Size incrementally actions behave like size actions with the exception that the target object is increased or decreased by the number of pixels specified in 'Action Properties', while maintaining the original position, for example bottom right.	Size actions maintain the aspect ratio of the target object.

Size Top Right Incrementally		
Stretch Bottom Stretch Bottom Incrementally Stretch Bottom Left Stretch Bottom Left Incrementally Stretch Bottom Right Stretch Bottom Right Incrementally Stretch Central Stretch Central Incrementally Stretch Left Stretch Left Incrementally Stretch Right Stretch Right Incrementally Stretch Top Stretch Top Incrementally Stretch Top Left Stretch Top Left Incrementally Stretch Top Right Stretch Top Right Incrementally	Stretch actions set the overall width or height of the target object to the value specified in 'Action Properties'. The final position of the object is dictated by the chosen width action. For example if you choose 'Stretch Bottom 100', the object will be sized so that it is 100 pixels in height, while maintaining the position of the top edge of the object. Stretch incrementally actions behave like stretch actions with the exception that the target object is increased or decreased by the number of pixels specified in Action Properties, while maintaining the original position, for example bottom right.	Stretch actions distort the aspect ratio of the target object.
To Bottom Layer To Middle Layer To Top Layer	Sends the object to the bottom, middle or top layer.	Using layers and stacking
Translucency	Changes the translucency of the target object to a fixed value, where:	

	0 = solid 255 = clear	

Document/Media Actions

The following table lists the actions and describes what happens when you click on the action object:

Action	Effect	More info...
Open Document, File or Sound	Opens the document or file, or plays the sound, you assigned to the object in 'Action Properties'.	More about ActivInspire > Making flipcharts interactive > Working with actions More about ActivInspire > Working with objects > Adding multimedia
Open Website	Opens the URL you assigned to the object in 'Action Properties'.	

Voting Actions

The following table lists the actions and describes what happens when you click on the action object:

Action	Effect	More info...
Assign students to devices	Opens the 'Assign students to devices' Dialog Box.	Using Learner Response Systems > Assigning students to devices
Device Registration	Starts Device Registration	Using Learner Response Systems > Registering devices
Export Results To Excel®	Opens the 'Export Results To Excel®' Dialog Box, if there are voting results on the current page. Choose a folder and enter a file name – voting results are saved as a .xls file and automatically opened in Excel, provided it is installed on your computer. You can choose to export current or any previous results displayed in the Results Browser.	Using Learner Response Systems
ExpressPoll	Launches the voting Wonderwheel. Use it as a shortcut instead of the ExpressPoll button, for example, when the Main Toolbox is unavailable.	Using Learner Response Systems > Quick questions and ExpressPoll
Insert Question	Launches the Insert Question Wizard. When you complete the wizard, the question is displayed on the current (or new) page.	Whenever you navigate to a question page, the Start/Stop Flipchart Vote button is highlighted green, ready to start a vote.
Pause Vote	Toggle switch. Pauses voting, when a timeout has been set. Press again to restart.	
Start/Stop Flipchart Vote	Use as a shortcut instead of the Start Flipchart Vote button, for example, when the Main Toolbox is unavailable. Starts or stops a voting session, but only if there is a question on the current page.	
Student Database	Opens the 'Edit Student Database' Dialog Box. Use this as a shortcut, if you often assign voting devices to student names and your class changes frequently.	

Creating your first flipchart

Congratulations! When you run ActivInspire, you have already created your first flipchart!

The blank canvas behind the Dashboard in your ActivInspire window is in fact the first page of a brand new flipchart. You could start working on it right away, then save it later.

Here we show you two other ways to create a flipchart.

Create a flipchart from the Dashboard

On the Dashboard, click on Create a new Flipchart
ActivInspire creates a new 'Untitled' flipchart.

Create a flipchart at any time

1. Click on the Main Menu icon.
2. From the menu, select:

- New Flipchart
  or
- New and then select one of the following options:

Option	Description
Screen Size Flipchart	Creates a flipchart that is the same size as your current screen resolution. This is the default setting and is useful if you don't know what size your screen is.
1024 x 768 Flipchart	Creates a new flipchart of the specified height and width in pixels.
1152 x 864 Flipchart	
1280 x 1024 Flipchart	
Custom Size Flipchart	Create your own flipchart size using the 'Custom Page Size' box. This is useful when you want to create a flipchart for an extra-wide board or screen, for example.

ActivInspire creates a new 'Untitled' flipchart.

Back to top

Calculator

What?	Perform mathematical calculations at the board.
Where?	• Tools > Math Tools > Calculator • Desktop Tools
How?	Click or tap on the calculator keys to perform calculations.
What can I customize?	Choice of calculator: • Calculator supplied with ActivInspire (default) • Calculator supplied with your operating system • Another calculator installed on your computer
Where can I customize it?	Edit Profiles > Settings > Tools
More info...	Using the Calculator Choosing application settings Reference > Settings > Tools Working with actions Reference > Actions > Command Actions

Spotlight

What?	Provides a masking layer over the flipchart (or desktop) containing a movable, sizable area known as the Spotlight, through which you can see the underlying material. The chosen Spotlight can be: • Moved by dragging any part of the masked area • Sized by dragging any part of the perimeter of the spotlight While the Spotlight is showing you can continue to interact with any visible areas of the flipchart.	
Where?	Main Menu > Tools > Spotlight	
Shortcut?	Circular Spotlight (see description below): CTRL+Shift+O (Windows™ & Linux™) Cmd+Shift+O (Mac®)	
How?	Choose the type of Spotlight from the drop-down menu:	
	Circular Spotlight	Provides a movable, sizable circular/oval or square/rectangular spotlight through a full page masking layer.
	Square Spotlight	
	Solid Circular Spotlight	Provides a movable, sizable circular/oval or square/rectangular mask.
	Solid Square Spotlight	
What can I customize?	Border width	Increase or decrease the width of the border around the spotlight area. The range is from 0 to 20 pixels.
	Border color	Color of the border around the spotlight.
	Background color	Color of the non-spotlighted area when using the Spotlight.

	Translucent border	Make the spotlight border translucent or a solid color.
	Translucent screen	Make the spotlight screen (the darkened area that covers the Flipchart or Desktop window) translucent or opaque.
Where can I customize it?	Settings > Effects	
More info...	More about ActivInspire > Working at the board > Using the Spotlight Menubar > Tools Reference > Settings > Effects	

Show

Compass

What?	Drawing circles and arcs of any size, colour or line thickness with the Pen Highlighter or Eraser
Where?	Tools > Math Tools > Compass
How?	Drag the compass to the area of the page where you want to draw a circle or arc, extend it to the desired radius, select the Pen or Highlighter Tool, adjust the line thickness and color if necessary, drag the pen arm until you have created the desired shape. Then click on the cross between the two arms to remove the tool, or drag it into the Trashcan.
More info...	Using the Compass Working with actions Reference > Actions > Command Actions

Show

Connector

What?	Drawing connections between objects, for example, while creating concept maps. The connecting line adapts automatically when either of the connected objects is moved.
Where?	• Tools > Connector • Main Toolbox • Dual Toolbox
Shortcut?	CTRL+Shift+C (WindowsTM & LinuxTM) Cmd+Shift+C (Mac®)
How?	Click and drag to create links between objects.
More info...	Working in Dual User mode Reference > Actions > Command Actions

Dice Roller

What?	Roll up to five dice.	
Where?	• Tools > Math Tools > Dice Roller • Desktop Tools	
How?	Select the number of dice, rolling speed and whether or not to put the result in the flipchart.	
What can I customize?	Number of dice	1 - 5
	Speed	3 - 11 seconds
	Roll	Click to roll the dice.
	Output to Flipchart	Click to put the result in the flipchart.
Where can I customize it?	• 'Dice Roller' Box • Edit Profiles > Settings > Tools	
More info...	Using the Dice Roller Settings > Tools Working with actions Actions > Command Actions	

Show

Eraser

What?	Permanently erase or break up annotations made with the Pen, Highlighter, or Magic Ink.	
Where?	• Tools > Eraser • Main Toolbox • Dual Toolbox	
Shortcut?	CTRL+E (Windows™ & Linux™) Cmd+E (Mac®)	
How?	Select the width, then rub gently over the annotation.	
What can I customize?	Width	Increase or decrease the Eraser's width with the slider.
Where can I customize it?	Main Toolbox	
More info...	Deleting stuff Working with actions Actions > Command Actions	

Deleting stuff

Here we show you several easy ways to delete different things from the page:

- Rub out with the Eraser
- Clear the page
- Reset the page
- Undo and Redo
- Use the Trashcan

You can also select objects and delete them with the Delete key on your keyboard.

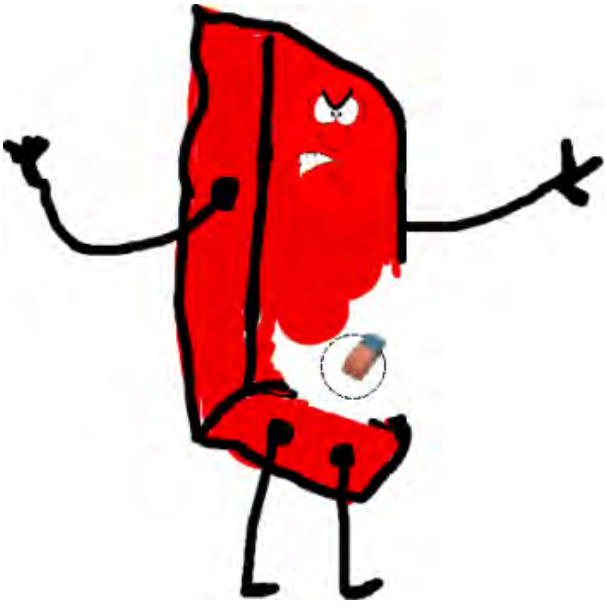
Most of the tools we describe in this section are in the Main Toolbox, except the Trashcan

Rub out with the Eraser

The Eraser works on any annotations as long as they are on the top layer.

You can use the Eraser in two ways:

- To rub an annotation out completely.
- To break an annotation into separate objects. This has the advantage that you can then select and manipulate the remaining parts of the annotation as separate objects.



To rub something out with the Eraser:

1. Click on the Eraser. The cursor changes to a little eraser with a circle.
2. Position the cursor where you want to begin.
3. Click and drag to rub out all or part of the annotation.

You can change the width of the Eraser in the same way you change the width of the Pen or Highlighter.

Clear the page

To delete everything on the current page, click Clear and select Clear Page.

You can use Clear for a number of different purposes, for example, to delete all annotations, or delete all objects and leave everything else in place.

Clear is also available from the Edit Menu.

Reset the page

This is a quick way to undo all the changes you made to the current page since the last time the flipchart was saved.

Reset Page is also available from the Edit Menu.

Undo and Redo

Undo and Redo are powerful tools that can quickly get you out of all kinds of trouble!

For example, if you've used any of the above tools too freely and you need to restore some or all of what you've deleted.

Use the Trashcan

If the Trashcan is visible you can delete objects in the following ways:

- Drag an object or objects to the Trashcan and drop them when a red arrow appears in the Trashcan.
- Select an object or objects, then click on the Trashcan to delete them.

You can always recover your objects with Undo.

Back to top

Fill

What?	Filling: • Shapes with single or gradient colors (you can set gradient colors in the Property Browser) • Intersecting shapes with different colors • Pages Changing the color of object outlines.
Where?	• Main Toolbox • Tools > Fill • Dual Toolbox
Shortcut?	CTRL+F (Windows™ & Linux™) Cmd+F (Mac®)
How?	Select Fill, change the color if desired, click on the object, page or outline.
Where can I customize it?	In Property Browser Fill properties
More info...	Adding and manipulating shapes > Fill a shape Working with actions Reference > Properties > Fill properties Reference > Actions > Command Actions

Adding and manipulating shapes

You can add many different types of objects to your flipchart. These range from simple shapes you create with the Shape Tool, and annotations you create with the Pen or Highlighter, to such objects as:

- Files from the Resource Library
- Imported images
- Videos and sound files.

You can manipulate most of these object types in the same way.

Here we show you how to create and manipulate simple shapes with the Shape Tool:

- Create a shape
- Select a shape
- Fill a shape
- Move or rotate a shape
- Increase or decrease its size
- Change its shape
- Group and ungroup shapes

Finally, we also give you a taste of a power tool for creating shapes at the board.

Create a shape

To add a shape to your flipchart:

1. Click on Shape. The Shapes Menu opens. Depending on your preference, it is aligned along the side or bottom of the ActivInspire window.
2. Select the shape you want to draw, for example Triangle. The cursor changes to an arrow and a small version of the shape you have selected.
3. Move the cursor to the place on the page where you want to draw your shape, then click or press.
4. Continue to press and draw gently until the shape has the desired size.

Select a shape

To make changes to the shape you have just created:

ActivInspire Studio

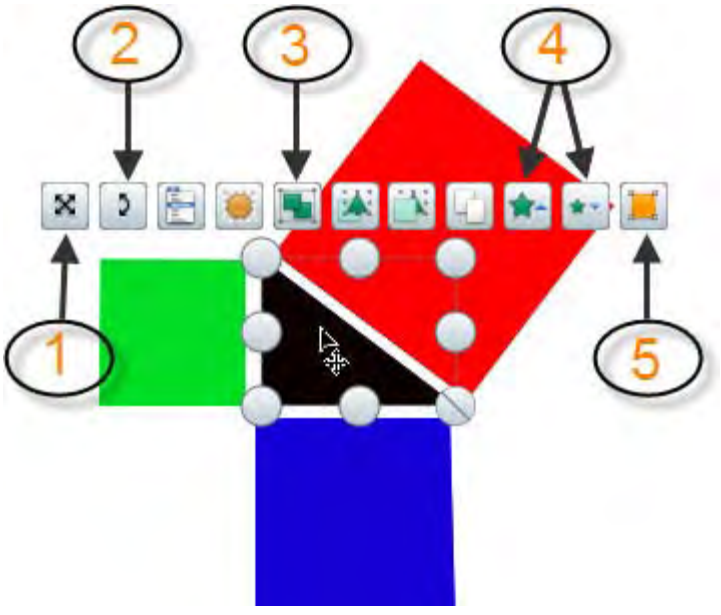
1. Click on Select.
2. Move the cursor over the shape. The cursor changes to a small arrow head with a cross. Click or tap on the shape. In the example on the right, we have selected the black triangle. A box appears around the object.

Note:

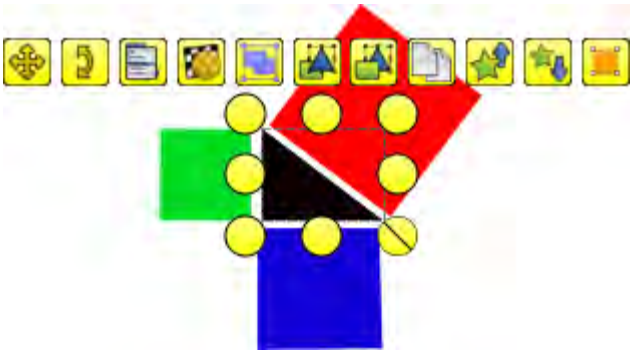
- The row of icons above the shape object, these are Marquee Handles. Each of these handles lets you change the object in a different way.

- The square outline around the object. It has grey or yellow (ActivInspire Primary) circles at the corners and in the centers of each of the four sides. These are Sizing Handles. You can click and drag them to extend and distort the object. There is also a special handle for resizing the object proportionally, without distortion.

For details of all the handles, see Reference > Menus and Popup Menus > Marquee and Sizing Handles.



ActivInspire Primary



Here we briefly describe the Marquee Handles we are going to use in this section:

1. Freely Move Object, allows you to move the object anywhere on the flipchart page. This tool overrides all object restrictions and blockers.
2. Rotate Object
3. Toggle Grouped, a switch that allows you to group and ungroup objects, so that you can change or move them as one.
4. Increase Object Size

   Decrease Object Size
5. Edit Shape Points, allows you to change the shape of an object by moving and dragging its corners.

Back to top

Fill a shape

To fill a shape with colour:

1. In the Main Toolbox, click on Fill

2. From the Color Palette, select a fill color.
3. Click on the shape.

Move or rotate a shape

Move a shape

Here are two ways to move a shape.

1. Select the shape.
2. Keep the mouse button or ActivPen pressed and drag and drop the shape where you want it on the current page.

Or

1. Select the shape.
2. Click on Freely Move Object
3. Keep the mouse button or ActivPen pressed on the icon and drag and drop the shape where you want it on the current page.

Rotate a shape

1. Select the shape.
2. Click on Rotate Object
3. Keep the mouse button or ActivPen pressed and drag the cursor around to change the shape's rotational angle

Back to top

Increase or decrease its size

Here are two ways to increase and decrease the size of a shape or other object without distorting it.

Make a small change

1. Select the shape.
2. Click on Increase Object Size or Decrease Object Size to change the size in small increments.
3. Repeat until the shape has the correct size.

Make a big change

1. Select the shape.
2. Click on Size Object (maintain aspect ratio)
3. Keep the mouse button or ActivPen pressed and drag the handle until the shape has the desired size.

Back to top

Change its shape

Here are two ways to change the shape of an object.

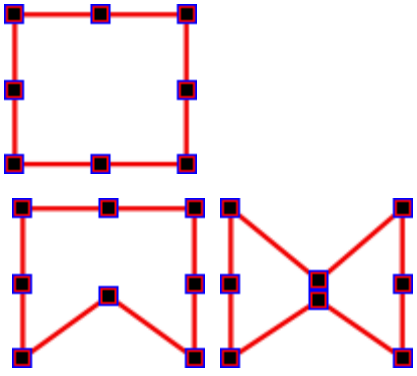
Lengthen or shorten an object

1. Select the shape.
2. Click on one of the Size Object handles.
3. Keep the mouse button or ActivPen pressed and drag the handle until the object has the desired length or height.

Edit Shape Points

To make more complex or subtle changes to a shape, use Edit Shape Points

1. Select the shape.
2. Click on Edit Shape Points The object outline changes to a series of squares. Each one of these is a shape point. The example on the right shows the eight shape points of a square.
3. Click and drag any of the shape points to alter the shape of the square.



Back to top

Group and ungroup shapes

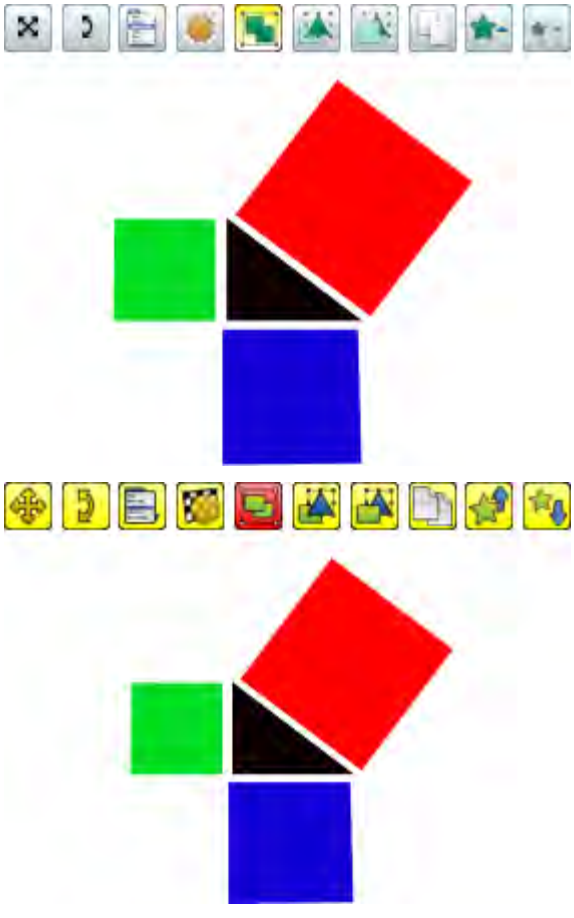
To move several objects at the same time, you can select all the objects and group them together with the Toggle Grouped Marquee Handle.

1. Click on Select
2. Click and drag the cursor diagonally across all the objects to select them.
3. Click on Toggle Grouped . The Toggle Grouped Marquee Handle changes color to indicate that the objects have been grouped together.
4. Click on the grouped objects and drag them to their new position.

To ungroup objects, so that you can manipulate each one individually:

1. Click on any part of the group to select it.
2. Click on the Toggle Grouped Marquee Handle.

For details of all the Marquee Handles, see Reference > Menus and Popup Menus > Marquee and Sizing Handles.



Back to top

Power tool

ActivInspire also offers the Shape Recognition Tool for creating shapes at the board. You draw a shape by hand and let ActivInspire turn it into a shape object. For details, see Using Shape Recognition.

Creating and editing grids

The grid is a patterned background. You can have backgrounds with different colors and images.

To select a background:

- From the Main Menu select File > Edit > Page Background.

To create a grid:

- Right-click on a blank area of a flipchart page and from the Popup Menu select Grid Designer.

About the Grid Designer

The Grid Designer has three sections:

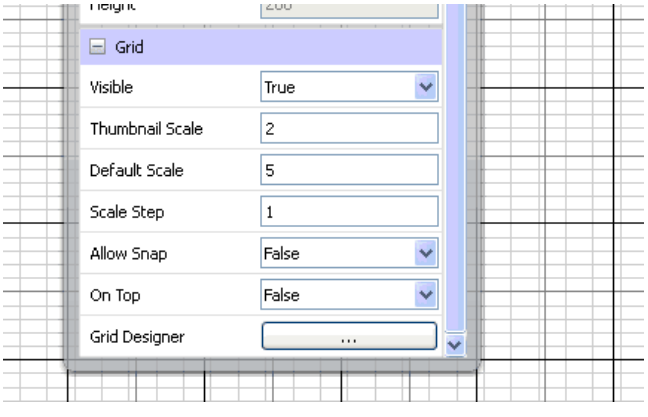
Grid Snap and scale settings.

Grid (Level) Add /delete levels and reset the grid.

Current Level Set options including pattern and color for one level at a time.

You can change the grid settings and preview the results instantly.

Select Close to continue with your flipchart.

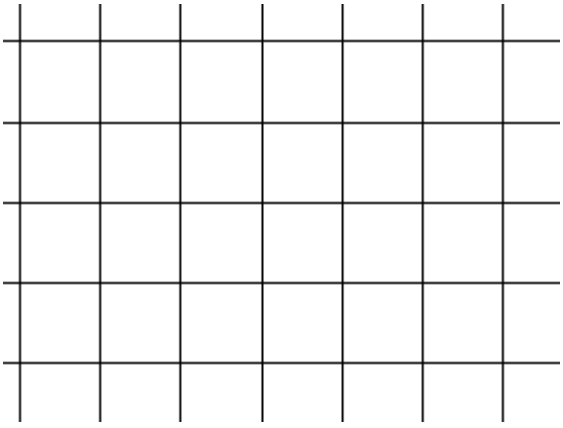


Select the checkbox Visible. The default grid is displayed.

The default grid has one level, a box pattern of

Solid lines, horizontal and vertical (X-Y Direction).

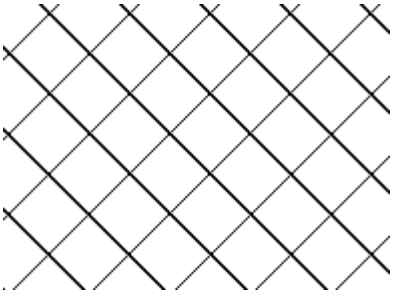
Select the checkbox Allow snap



to enable object snapping to grid points.

Select the checkbox On top to display the grid above all flipchart objects. This does not interfere with using the flipchart.

For larger or smaller boxes in the grid pattern, click + or -.



For a mesh pattern, change the Grid style to 45 Degrees.

For a diamond grid pattern, change the Grid style to Angle and enter a number for the angle of the lines. You can enter a decimal value to six significant figures.

If you have the Page Browser open and the grid cannot be seen clearly, change the Thumbnail scale. This also applies to grids in the Resource Library.

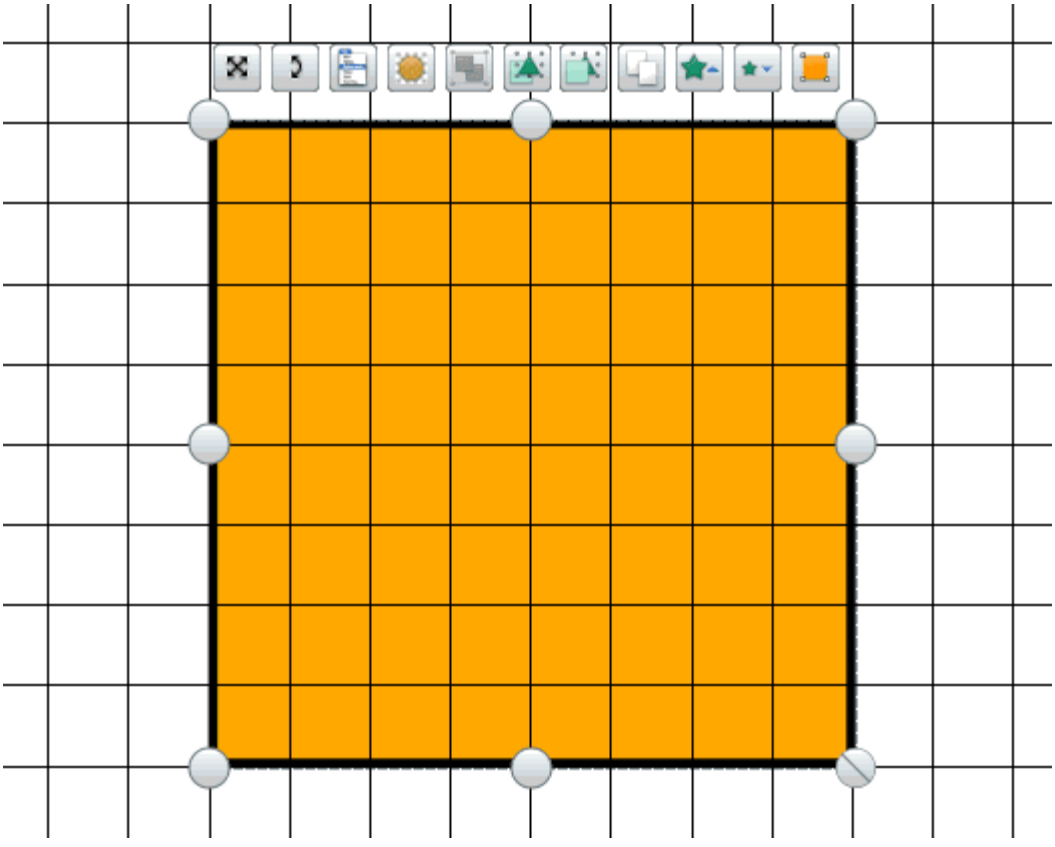
If you want lines in just one direction, select X only or Y only from the Direction Drop-down Menu.

For Line style, instead of Solid Lines you can choose Dashed Lines or Dotted Lines, Crosses or Dots from the Line style Drop-down Menu.

You can have a grid with several different pattern styles and colors. Click Add Level to create a further level. The number of levels is shown in the heading Grid (x Level) where x is the total number of levels.

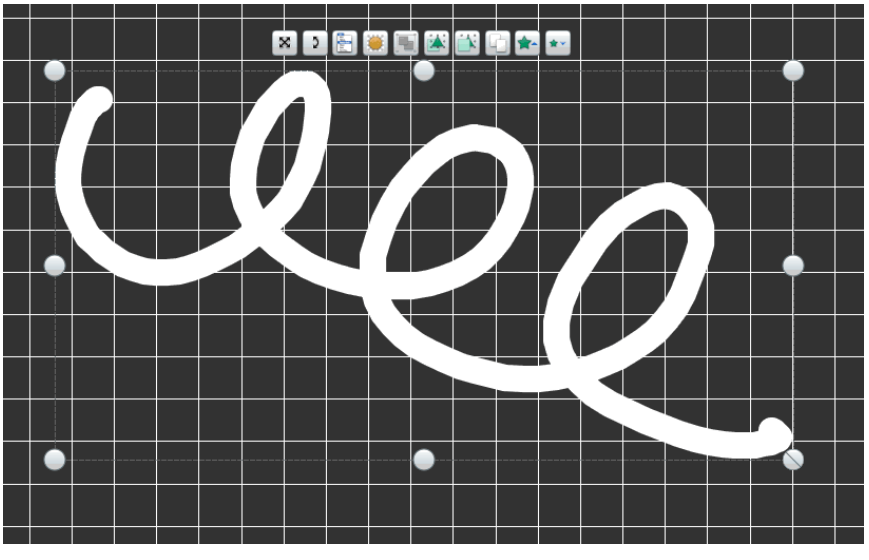
Each new level has the default grid properties. You can change the Color to identify new levels.

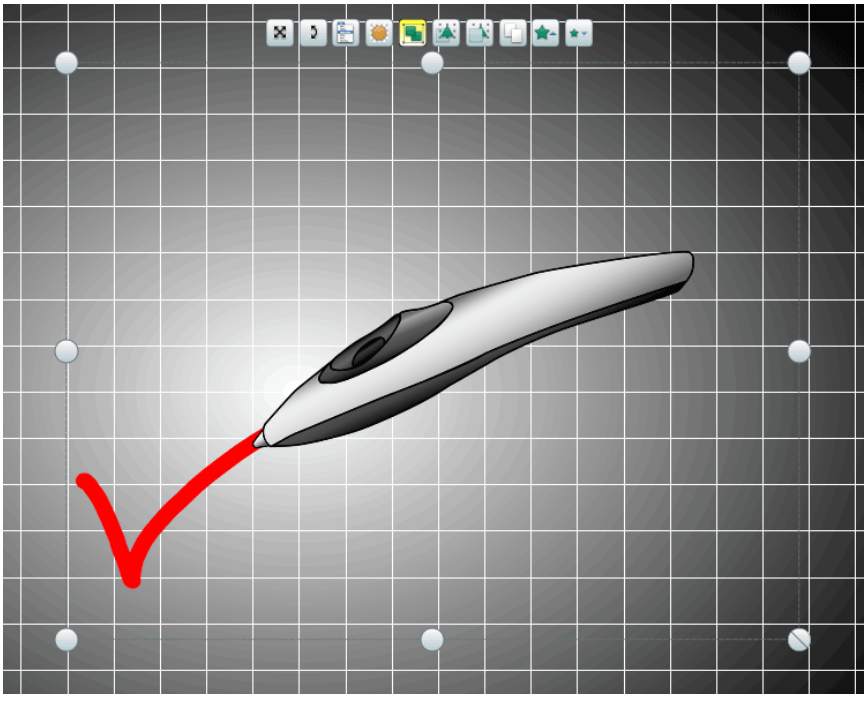
Click on the Color... box to open the Color Palette. When you have selected a color, click OK.

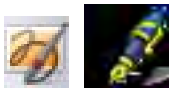


Reversed Grids

A reversed grid has a pale-colored grid on a dark background. Use white / black to represent a chalkboard.





Handwriting Recognition 

What?	Writing on the board and letting ActivInspire turn your freehand annotations into text. As well as recognizing handwriting and shapes within ActivInspire, the Handwriting Recognition Tool can also recognise handwriting in other applications, for example Microsoft Word®.	
Where?	• Tools > Handwriting Recognition • Dual Toolbox	
Shortcut?	CTRL+Shift+H (Windows™ & Linux™) Cmd+Shift+H (Mac®)	
How?	• Use Handwriting Recognition while your write: Take your time to write slowly and clearly. If ActivInspire interprets your writing correctly, carry on writing, otherwise select the correct spelling from the drop-down list. • Use it at a later time: With the Select Tool, select the annotations to be turned into text, then select Convert to Text from the Object Edit Menu.	
What can I customize?	In the Main Toolbox:	
	Pen width	Default = Fine line Change the Pen width with the slider, or select a preset width, to create thicker lines.
	Color	Default = Black Change the olor by selecting another one from the Color Palette.
	In the User Input section of Settings:	
	Recognition Timeout	Default = 5 Time interval in seconds before ActivInspire starts to turn your handwriting into text. Move the slider to change the timeout to between 0 and 5 seconds.
	Handwriting recognition language	Default = Language used by your computer's operating system The language in which you are writing your annotations. Select from the following languages: Danish, German, Greek, English (Canada), English (United

		States), Spanish, Spanish (Mexico), Finnish, French, French (Canada), Italian, Japanese, Korean, Dutch, Norwegian, Portuguese, Portuguese (Brazil), Russian, Swedish, Chinese (PRC), Chinese (Taiwan).
Where can I customize it?	• Main Toolbox • Settings > User Input	
More info...	More about ActivInspire > Working at the board > Using Handwriting Recognition Working with actions Reference > Actions > Command Actions	

Magic Ink

What?	Making any 'top layer' object (or part of an object) invisible, so that you can see the objects on the layers beneath.
Where?	Tools > Magic Ink
Shortcut?	CTRL+Shift+M (Windows™ & Linux™) Cmd+Shift+M (Mac®)
How?	Magic Ink acts like a pen that can draw a 'see through' annotation on the top layer, letting you punch holes through the objects on the top layer.
More info...	More about ActivInspire > Working at the board > Using Magic Ink Making flipcharts interactive > Working with actions

Creating page notes

You can create, view and edit page notes about your flipchart with the Notes Browser .

1. Click on the Notes Browser The Browser opens.
2. With your computer keyboard, type your notes. These can be as detailed or brief as you like. By default, your notes appear as plain text.
3. To format your text, use the Format Toolbar.
4. When you have completed your notes, click on another tool to close the Browser and the toolbar.

Back to top

On-Screen Keyboard

What?	Adding typed text to your flipchart while at the board.
Where?	• Tools > More Tools > On-Screen Keyboard • Desktop Tools
Shortcut?	CTRL+K (Windows™ & Linux™) Cmd+K (Mac®)
How?	Tap the on-screen keys to create the text.
What can I customize?	Change the formatting, text olor and font with the Format Toolbar.
Where can I customize it?	On the keyboard itself there are options to display a standard or extended keyboard and choose the number of keys.
More info...	More about ActivInspire > Working at the board > Using the On-Screen Keyboard Working with actions Reference > Actions > Command Actions

Opening a flipchart

Here we show you several ways to open a flipchart

Open from the Dashboard

When you run ActivInspire, the Dashboard opens, unless you have unchecked the 'Show the dashboard window on startup' Box.

Two ways to open an existing flipchart from the Dashboard.

Browse

1. Click on Open a flipchart. A dialog box opens, showing any flipcharts in the My Flipcharts folder.
2. Select a flipchart from the list in the folder, or navigate to another folder that contains flipcharts and click on Open. The selected flipchart opens in the ActivInspire window.

Dashboard List

To save you time, ActivInspire lists your most recent flipcharts on the Dashboard. Click on one of the flipcharts.

Two other ways to open a flipchart

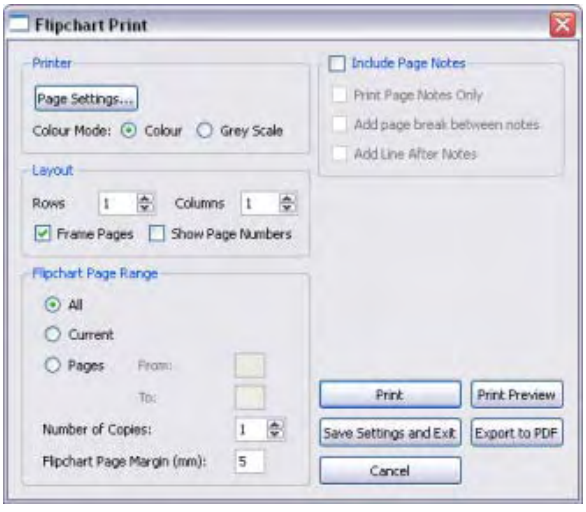
1. From the File Menu, select Open, or type CTRL+O (Windows™ and Linux™) or Cmd+O (Mac®). A dialog box opens, showing any flipcharts in the My Flipcharts folder.
2. Select a flipchart from the list in the folder, or navigate to another folder that contains flipcharts and click on Open. The selected flipchart opens in the ActivInspire window.

Printing a flipchart

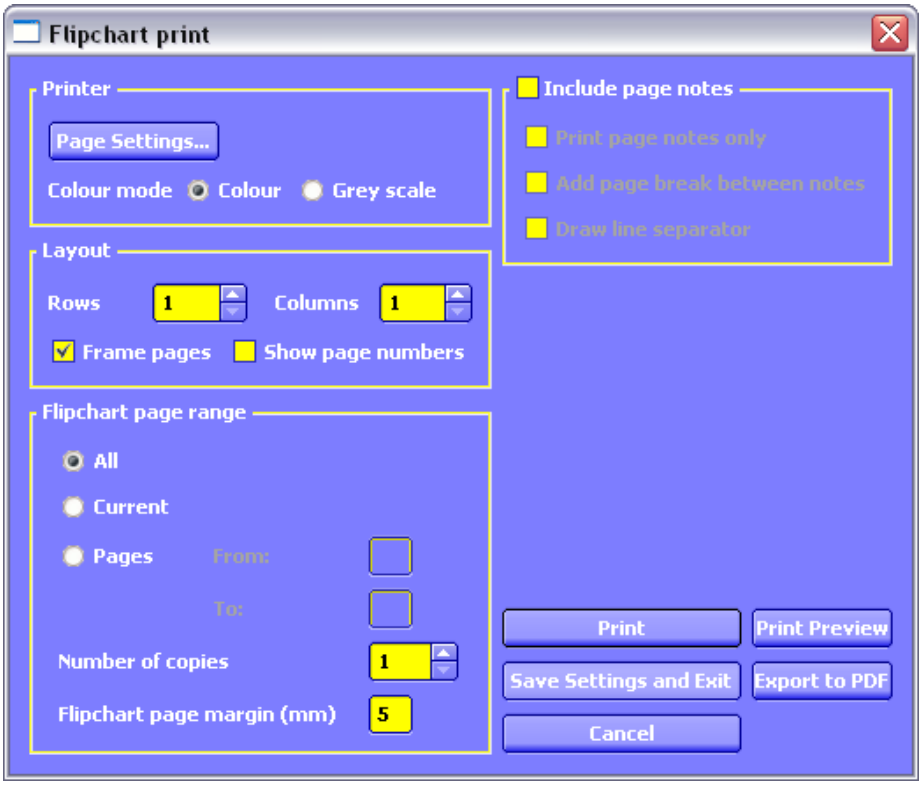
You can print your flipchart and use all or part of it as handouts, or print any page notes you have added with the Notes Browser.

1. From the File Menu, select Print, or press CTRL+Shift+P (Windows™ and Linux™), or Cmd+Shift+P (Mac®). The 'Flipchart Print' Dialog Box opens (shown below). You can select from a range of print options, including Export to PDF.
2. Make your choices, then click on Print.

ActivInspire Studio



ActivInspire Primary



Show

Protractor

What?	Drawing arcs, segments and circles, measuring angles.	
Where?	Tools > Maths Tools > Protractor	
How?	Position the Protractor, drag it to the required size, select the type of protractor you want to use and select the type of arc to create. Then select the Pen and change the color or width as necessary, align the cursor on the edge of the protractor and begin drawing. Close the Protractor from the Popup Menu, or drag it to the Trashcan.	
What can I customize?	Full Protractor	Displays a 360 degree circular protractor.
	Half Protractor	Displays a 180 degree protractor.
	Arc	Lets you draw an open arc.
	Closed Arc	Lets you draw a closed arc
	Filled Arc	Lets you draw a filled arc.
Where can I customize it?	In the Protractor Context Menu.	
More info...	Using the Protractor Working with actions Reference > Actions > Command Actions	

Show

Undo and Redo

What?	Undoing or redoing your last action, for example, Fill .
Where?	• Edit > Undo • Edit > Redo • Main Toolbox
Shortcut?	Undo: CTRL+Z (Windows™ & Linux™) Cmd+Z (Mac®) Redo: CTRL+Y (Windows™ & Linux™) Cmd+Y (Mac®)
How?	Click repeatedly to undo or redo as many actions as required.
More info...	First steps with ActivInspire > Deleting Stuff

Show

Ruler

What?	Drawing and measuring lines on the board.
Where?	Tools > Maths Tools > Ruler
How?	Drag the ruler to lengthen or shorten it, position it on the page where you want to draw or measure, select the ruler's units of measurement. Use the Pen or Highlighter to draw lines.
What can I customize?	Length of the ruler. Select the units of measurement for the top and bottom edges.
Where can I customize it?	In the Ruler Popup Menu.
More info...	Using the Ruler Working with actions Reference > Actions > Command Actions

Saving a flipchart

When you have completed your flipchart, you need to save it.

Here we show you two ways to do this.

Save a flipchart with its current name

Press CTRL+S (Windows™ and Linux™), or Cmd+S (Mac®).

- If you are saving an already named flipchart, that's all you need to do.
- If you are saving a new flipchart, a standard save dialog box opens, allowing you to name and save your flipchart. When saved, the flipchart's Document Tab shows the new name of the flipchart.

Save a flipchart with a new name

You may wish to use one flipchart as a starting point, then make changes and save different versions of it for different purposes.

1. From the File Menu, select Save As...
2. Type the name of your flipchart.
3. Click on Save. The Document Tab now shows the new name.

Select

What?	Selecting and manipulating one or more items on your flipchart.
Where?	Tools > Select Main Toolbox
How?	Select the tool, then click on the item or drag the cursor across one or more items to select them as a group.
More info...	First steps with ActivInspire > Adding and manipulating shapes > Select a shape Reference > Actions > Command Actions

Shape

What?	The Shape Tool provides access to the Shape Toolbox, containing a range of predefined shape and line objects that can be added to the flipchart page.	
Where?	• Main Toolbox • Main Menu > Insert > Shapes	
Shortcut?	CTRL+Shift+S (Windows™ & Linux™) Cmd+Shift+S (Mac®)	
How?	Click on the Shape Tool to display the Shape Toolbox. From the Shape Toolbox, click on the specific shape (or line) you wish to add to the page. Move the cursor onto the page at the place you wish to draw the shape. Then click and drag the cursor across the flipchart to add your new shape object at the required size on the page.	
What can I customize?	Outline	Select the outline color from the Color Palette, or change the outline color and other properties in the 'Outline' section of the Object Browser.
	Fill	Select the Fill colour from the Shape Toolbox, or change the fill colour and other properties in the 'Fill' section of the Object Browser.
Where can I customize it?	• Main Toolbox • Property Browser > Fill section	
More info...	First steps with ActivInspire > Adding and manipulating shapes Changing object properties Reference > Properties Outline properties Reference Properties > Fill properties	

Shape Recognition

What?	Drawing on the board and letting ActivInspire turn your drawings into shapes.	
Where?	Tools > Shape Recognition Dual Toolbox	
How?	Take your time to draw slowly and clearly. Works for all kinds of shapes, but is particularly useful for things like triangles, squares and circles.	
What can I customize?	In the Main Toolbox:	
	Pen width	Default = Fine line Change the Pen width with the slider, or select a preset width, to create thicker lines.
	Color	Default = Black Change the color by selecting another one from the olor Palette.
	In the 'User Input' section of Settings:	
	Recognition Timeout	Default = 5 Time interval in seconds before ActivInspire starts to turn your drawing into a shape. Move the slider to change the timeout to between 0 and 5 seconds.
	Fill recognized shapes	☑ Default. RRecognized shapes are automatically filled with another color, or with the same color as the outline (see Fill mode below). ☐ RRecognized shapes are drawn in the outline color but not filled.
	Fill mode	Only enabled if Fill recognized shapes is selected.
	Another color	Default. Fills the shape with a different color than the outline.
	Same as the outline	Fills the shape with the same color as the outline.
	Another color	☐ Click to select a Fill color from the olor Palette.
Where can I customize it?	• Main Toolbox • Settings > User Input	

More info...	More about ActivInspire > Working at the board > Using Shape Recognition Working with actions Reference > Actions > Command Actions

Snap to Grid

What?	This is a toggle option which when turned on, forces objects that are moved on the page to automatically align to the nearest part of the grid.
Where?	Flipchart Page > Popup Menu > Snap To Grid
How?	This function only applies if the page has a grid that has been designed to allow snapping to occur. When set, objects will align themselves to the grid after you complete the movement of the object. In most cases the bottom left corner of the object will align to the nearest intersection on the grid. With text objects, the text baseline will snap to the grid.
More info...	More about ActivInspire > Working with objects > Creating and editing grids Reference > Tools > Grid Designer

Flipchart Spellchecker

What?	Check the spelling.
Where?	Tools > More Tools
How?	Like the spell checker in your word processing software, it allows you to select a language and suggests changes which you can accept, reject, ignore, apply singly or throughout the flipchart. When you have finished, click on Done.
Where can I customize it?	• 'Spell Checker' Dialog Box • File > Settings > Spell checker
What can I customize?	You can choose which types of words to ignore, which language to use and whether or not to highlight misspelled words.
More info...	First steps with ActivInspire > Adding and formatting text > Spellcheck Working with actions Reference > Actions > Command Actions

Teacher Lock

What?	This is a toggle tool that when turned on allows you to prevent certain aspects of the program from running.
Where?	Main Menu > Tools > More Tools... > Teacher Lock
How?	Click on the Teacher Lock Tool and enter your password (defaults to 1234). The Teacher Lock is then active. Click on the Teacher Lock Tool a second time and enter your password again to turn off the Teacher Lock feature.
More info...	More about ActivInspire > Working at the board > Using Teacher Lock

Text

What?	Allows you to add or edit rich text objects on your flipchart pages.
Where?	Main Menu > Tools > Text Main Toolbox
Shortcut?	CTRL+T (Windows™ & Linux™) Cmd+T (Mac®)
How?	Select the Text Tool, then click on the flipchart page to start a new text object or click on an existing text object to re-edit that object. When in text edit mode, the Format Toolbar opens at the top of the screen, offering a range of text edit features, including font selection, size, attributes and symbols. To commit text in the text edit box to the page, click outside the box or select another tool.
More info...	First steps with ActivInspire > Adding and formatting text

XY Origin

What?	Defining a page's rotation point, so that you can rotate objects around the origin point.
Where?	Tools > Maths Tools
How?	Select XY Origin, use Select to mover the point to the desired position and click or tap. Rotate objects around the point with the Rotate Object Handle.
More info...	More about ActivInspire > Number tools for all occasions > Setting the XY Origin

First steps with ActivInspire

This section contains the information you need to quickly get you started with ActivInspire:

- Creating your first flipchart
- Writing on a flipchart
- Adding and formatting text
- Adding and manipulating shapes
- Copying, pasting and duplicating objects
- Deleting stuff
- Inserting pages
- Inserting resources
- Using grids
- Creating objects
- Creating page notes
- Saving a flipchart
- Printing a flipchart
- Opening a flipchart
- Easy teacher tricks

About resources

ActivInspire includes a set of useful resources, contained within the Resource Library.

The Resource Library contains many types of resources, for example, activities, shapes, objects, backgrounds, grids, graphic files, video files, sounds and templates.

There are two main sections in the Resource Library:

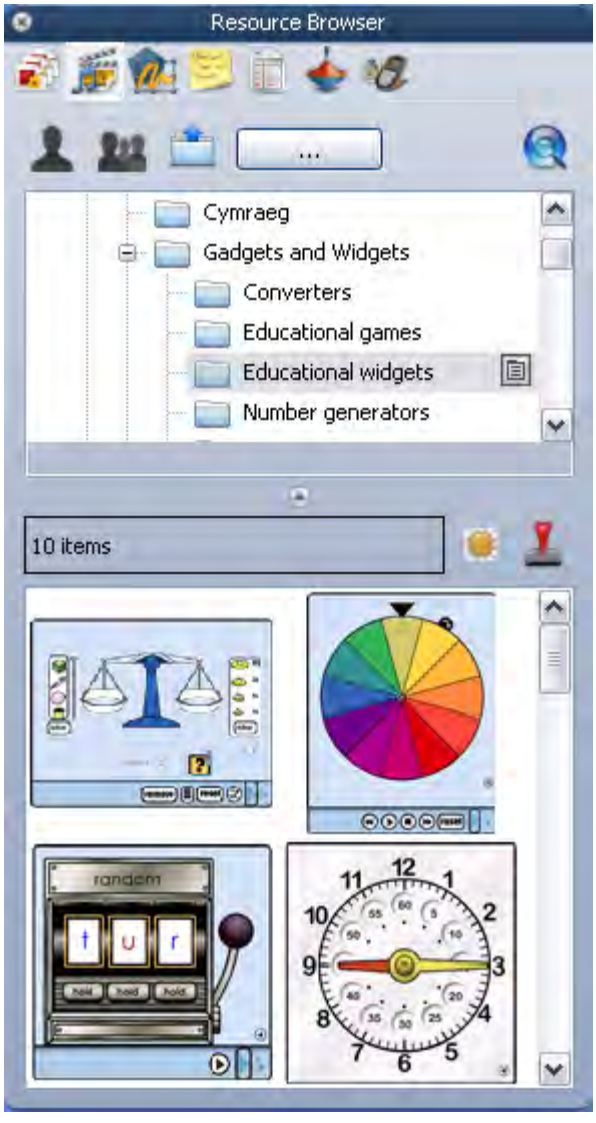
- Use My Resources to store any resources you create yourself .
- Use Shared Resources to access the resources that were installed with ActivInspire.

Use the Resource Browser to organize your Resource Library folders and resource content within the folders.

You can customize the Resource Library, by adding your own folders and resources and removing any you don't need.

You can also store your resources in other folders on your computer.

You can retrieve resources from anywhere on your computer and if you have internet access, you can also download resources from Promethean Planet.



You need to register as a member and sign in, to download resources from Promethean Planet.

Go and explore!

If you haven't explored the Resource Library yet, do so now.

1. Open the Resource Browser.
   In ActivInspire Primary, click on the Resource Locations button on the film reel.
2. Browse the Shared Resources folders. Click on the + and - symbols to expand or collapse the folders displayed.
3. Look for categories that are of particular interest to you and explore them.

Adding resources to a flipchart

The process of adding resources from the Resource Library to a flipchart is always the same, regardless of the type of resource.

Here we concentrate on templates, one type of resource that can be used in many different ways:

- About templates
- Insert a template

About templates

Some templates are designed to be used as provided, while you can use others as the starting point for your own work. Templates can be life savers, when you quickly need to put a lesson together.

Some templates contain Page Notes with suggestions for how to use the template. How you use templates is entirely up to you.

You can always visit Promethean Planet for more templates

Insert a template

Here we show you some quick ways to insert a template into your flipchart.

Drag and drop

1. In the Page Browser, click on the thumbnail of the page after which you want to insert a page template.
2. Open the Resource Browser and browse to the Templates folder.
3. Select a category and view its contents in the Browser. For example, Templates > Dual mode. This category contains templates for collaborative working with two ActivPens.
4. Click on the template of your choice and drag and drop it onto the flipchart page.

The example on the right shows a template for working with numbers in Dual User mode.

For ideas on how to use this template, click on the Notes icon.

After you add a template activity page, save the flipchart.

Then after performing the activity, you can use the Reset Page icon to restore the activity page to its original saved state.

Use the Insert Menu

1. In the Page Browser, click on the thumbnail of the page after which you want to insert a page template.

2. From the Insert Menu, select Page > and one of the available categories, for example, Templates > Dual mode.

   or

   From the Insert Menu, select Page > More Page Templates. The Shared Resources folder opens in the Resource Browser.

3. Click on the Shared Page Templates folder and look at the thumbnails of the available templates.
4. Drag the template of your choice onto the flipchart page, or double-click the thumbnail to add it to the page.

Importing and exporting resource packs

Here we show you how to import and export resource packs

Import resource packs

You can import resource packs to My Resources or Shared Resources.

1. From the File Menu, select Import > Resource Pack To My Resources or Resource Pack To Shared Resources. A dialog box opens.
2. Browse to where the resource pack is located.
3. Select the resource pack and click on Open.

Export resource packs

Any folder of resources can become a resource pack.

1. In the Resource Browser select the folder of resources you want to export.
2. Right-click and select Export to Resource Pack, or

   From the Popup Menu, select Export to Resource Pack. A dialog box opens.
3. Browse to where you want to export the folder.
4. Type in a name for the resource pack.
5. Click on Save. If a resource pack of the same name already exists in your chosen location, ActivInspire prompts you to:
   - Overwrite the existing resource pack
   - Extend the resource pack
   - Abort.

Working with your own materials

We recognize that teaching materials come in many different formats. Everyone has their own ways of creating and presenting information and ActivInspire supports many common formats.

You can:

- Drag and drop images and text onto flipcharts from other applications running on the same computer.
- Import files from other applications, for example SMART Notebook and Microsoft PowerPoint. For details, see Importing and exporting files.
- Browse to your existing resources with the Resource Browser.
- Open flipcharts (.flp) created with earlier versions of Promethean software (Activstudio or Activprimary versions 2 and 3).

Remember that while ActivInspire can open flipcharts created in earlier versions of Promethean software, it saves flipcharts in a format (.flipchart) that is incompatible with earlier versions of the software. Once you save these flipcharts in ActivInspire, you cannot open them in Activprimary or Activstudio.

If your flipcharts contain actions, check that they are working as expected.

If they do not, see Reference > Actions > Summary of differences, where we describe any differences between actions created in ActivInspire and earlier versions of Promethean software.

Publishing flipcharts

Use the Flipchart Publisher to create a protected version of your flipchart, prohibiting certain edit and output functions. You can then distribute the protected flipchart that prevents the user from copying, printing or using the Camera .

Save a copy of your flipchart in a known place before you publish it. When published, any restrictions you have set for your users will also apply to you.

Give your flipchart Publisher Information and limit what people can do with your flipchart.

Two ways to open the Flipchart Publisher

From the Main Toolbox

1. Click on the Main Menu icon
2. Select Publish...

From the File Menu

1. From the File Menu select Publish... The 'Flipchart Publisher...' Dialog Box opens.
2. Enter publisher Information as appropriate. This information is for your own use and will not be visible to users.
3. Select or deselect restrictions as appropriate, then do one of the following:
   - Click Cancel to close the dialog box without saving.
   - Click Save Details to save your choices without publishing.
   - Click Publish... to implement your choices and publish the flipchart to another location.

For more information, see Flipchart Publisher options

Adding images

Here we list the types of image you can use and show you how to add them:

- Which graphics files can you use?
- Add an image from the Resource Library
- Add an image from elsewhere

Which graphics files can you use?

You can add images with these file extensions to your flipcharts, .jpg, .gif, .bmp, .tif, .png and .wmf (Windows computers only). Any other formats are not supported.

Add an image from the Resource Library

1. Open the Resource Browser
2. In the top pane of the Browser, browse Shared Resources until you find the desired category.
3. Open the folder and browse its contents in the bottom pane of the Resource Browser.
4. Double-click on the image, or drag and drop it onto the flipchart page.

Add an image from elsewhere

1. From the Insert Menu, select Media. The 'Choose media to insert' Dialog Box opens.
2. Browse to the folder that contains the file. This can be on your computer, or on the network.
3. Double-click on the file, or click on the file, then click on Open.

You can also create your own snapshots at the board with the Camera

For more information, see Using the Camera.

Transforming objects

Selecting Objects

Click to select objects when the Object cursor shows that the object is within range.

Click and drag diagonally - a grey rectangle indicates the selection area. Any object touched by the selection area is selected.
Click in the Property Browser.

Moving Objects

Click and drag the object, or drag it with the Freely Move Object Marquee Handle so you are not standing directly in front of the board.

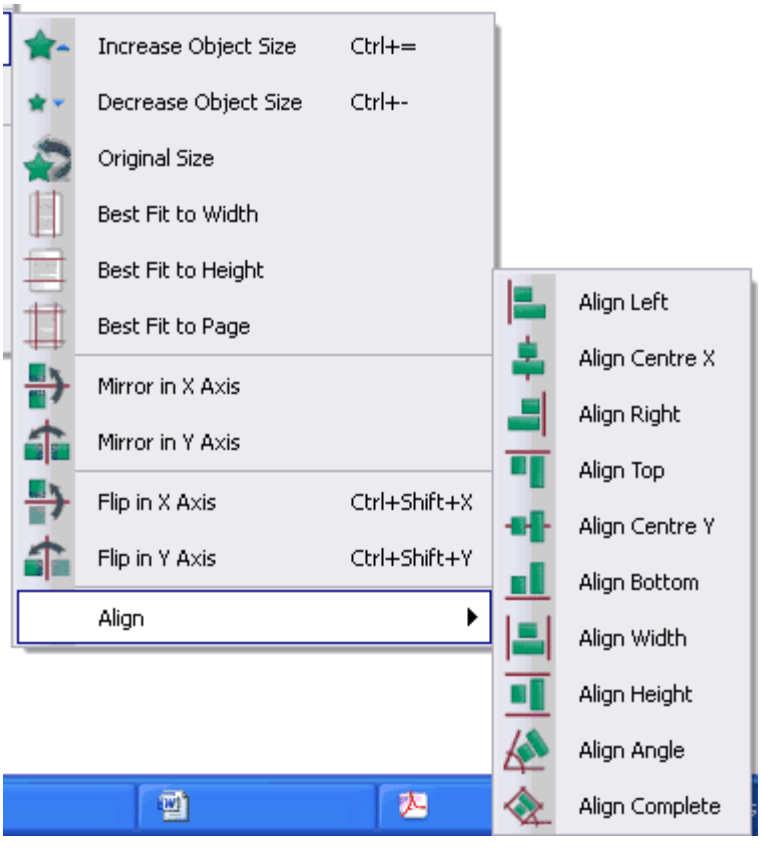
Resizing Objects

Click and drag the Marquee Handles to resize objects.

Use the bottom-right handle to transform objects with uniform scaling. That is, retaining the original proportions. Resizing with the other handles will change the proportions and produce a distorted object.

If you should distort an object by mistake, then right-click the object and display the Property Browser. Scale Factor X and Y show the precise scaling. Set these the same for proportional scaling. Set both to 1 to revert to the original sizes.

The Object Edit Popup Menu has convenient transforming tools (below) which can be added as part of a profile.



Increase / Decrease Object Size: The object size is increased or decreased by 10%.

Original Size: The object is restored to its original size.

Best Fit to Width: If the width of an object is distorted the height is increased proportionally.

Best Fit to Height: If the height of an object is distorted the width is increased proportionally.

Best Fit to Page: Object size is increased proportionally to the maximum for the page.

Mirror in X / Y Axis: The object is reflected along the X or Y axis.

Flip in X / Y Axis: The object is reflected and duplicated along the X or Y axis.

The alignment options are shown graphically in the menu.

Importing files

In this section, we show you how to import files that were created with other software.

You can import the following types of files:

- PowerPoint® files as objects or as images
- ExamView® XML files
- IMS® QTI XML files
- SMART® Notebook files
- SMART® Gallery items

For details of how to import resource packs, see Importing and exporting resource packs.

Import PowerPoint® files

You can choose to import your PowerPoint files:

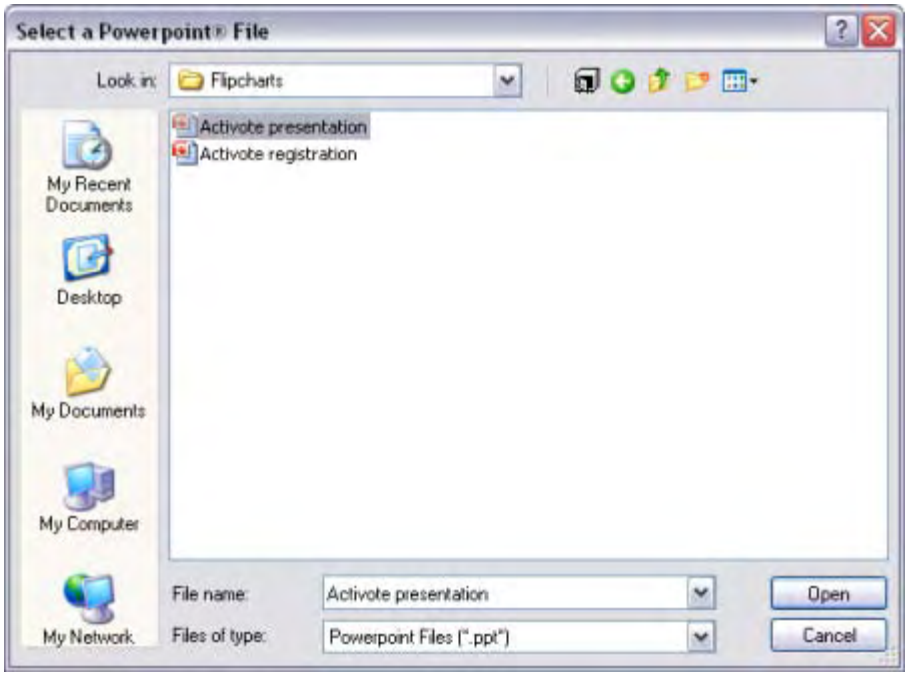
- As objects, which means items in your PowerPoint presentation become individual objects on each page of the flipchart, so that you can edit them, for example, with the Text Tool.
- As images, which means each slide of your PowerPoint presentation is imported as one image that fills a whole flipchart page.

Import PowerPoint files as objects

1. On the Dashboard, click on Import from Powerpoint..., or from the File Menu, select Import > Powerpoint® as objects. The 'Select a Powerpoint® File' Dialog Box opens.
2. Navigate to the folder that contains the file you want to import and select it.
3. Click on Open. A progress bar indicates how the import is progressing and closes on completion.

   ActivInspire imports the selected file to a new 'Untitled' flipchart.

   When import is complete, you can select and manipulate the imported objects like any other objects.



Import PowerPoint files as images

From the File Menu, select Import > Powerpoint® as images.

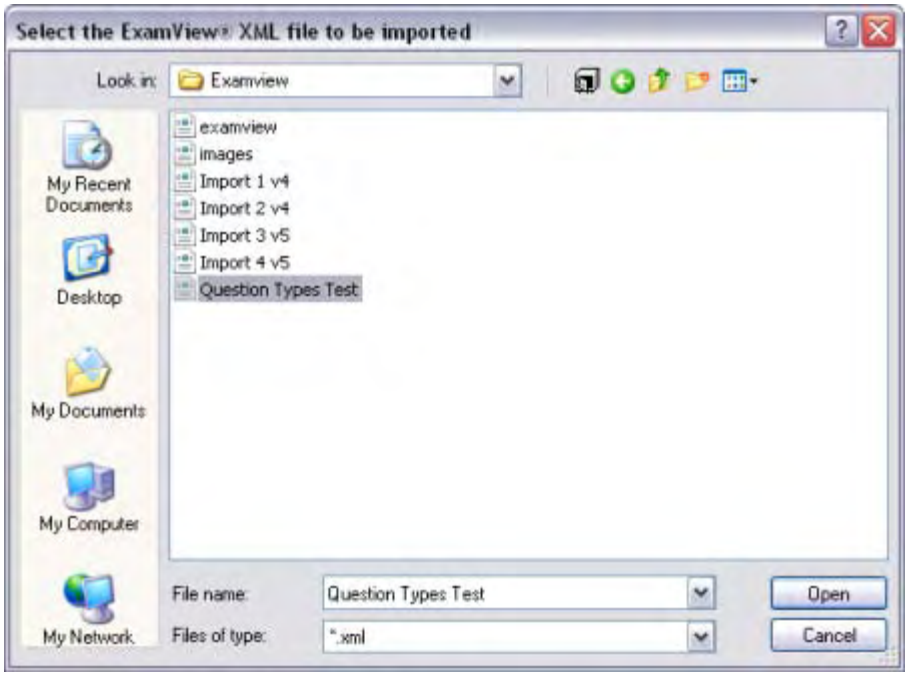
The import process is exactly the same as for objects above, only the result is different. Each PowerPoint slide is imported as a single image on each flipchart page.

Import other types of files

1. From the File Menu, select one of the following:
    - Import > ExamView® XML file or
    - Import > IMS® QTI XML file or
    - Import > SMART® Notebook File v8, v9, v9.5, v10 or
    - Import > SMART® Gallery File.
2. A Dialog Box for your chosen import operation opens.
3. Navigate to the folder that contains the file you want to import and select it.
4. Click on Open. A progress bar indicates how the import is progressing and closes on completion.

    ActivInspire imports the selected file to a flipchart of the same name as the original file. For example, 'Question Types Test', as shown on the right.

    When import is complete, you can select and manipulate the imported objects like any other objects.



Exporting files

In ActivInspire you can export:

- Your flipcharts to PDF. For details, see Printing a flipchart.
- A flipchart page to a graphics file.
- Voting results to Microsoft Excel®.

Export a page to a graphics file

1. Right-click on a blank part of the page you want to export.
2. From the menu select Export Page. The 'Export Page' Dialog Box opens.
3. Browse to the folder where you want to save the file.
4. Select a file type (Bitmap, JPEG, PNG, or TIF).
5. Type a file name.
6. Click on Save.

Clock Tool

For details of how to access Settings, see Choosing application settings.

Settings	Options
Analog	
Clock numbers	☑ Default = View numbers around the clock face. ☐ Display colored blocks around the clock face.
Second hand	☑ Default = Display the second hand. ☐ Display the hour and minute hands only.
Digital	
24 Hour	☑ View a 24 hour clock. ☐ Default = View a 12 hour clock.
Seconds	☑ Default = Display the seconds counting. ☐ View the hours and minutes only.
Show AM/PM	☑ View a 12 hour clock with AM or PM displayed. ☐ Default = Do not show AM/PM.
Show date	☑ Default = Display today's date below the time. ☐ View the time only.

Design Mode

For details of how to access Settings, see Choosing application settings.

Settings	Options
Allow locked objects to be edited	☑ Default = Remove any locking properties, to allow free movement and editing of all objects. ☐ Do not allow.
Show hidden objects	☑ Default = Make all objects visible. ☐ Do not show hidden objects.
Highlight actions	☑ Default = Highlight actions with a red square in Design Mode. ☐ Do not highlight actions.
Disable Actions and Drag a Copy	☑ Default = Switch off any actions and disable 'Drag a Copy' in Design Mode. ☐ Keep actions and 'Drag a Copy' enabled.
Disable object restrictions	☑ Default = Switch off any object restrictions in Design Mode, so that you can freely move objects. ☐ Keep object restrictions enabled.
Disable blocker objects	☑ Default = Switch off the restrictors' 'Can block' settings. ☐ Do not disable blocker objects.
Disable grid snapping	☑ Default = Remove any 'Snap to Grid' properties set on objects to allow free movement of objects. ☐ Keep any 'Snap to Grid' properties.
Disable desktop interaction	☑ Default = Disable Desktop Annotate and Desktop Tools. ☐ Do not disable desktop interaction.
Show Design Mode Tooltip Hints	☑ Default = Show tooltips. ☐ Do not show tooltips.

Effects

For details of how to access Settings, see Choosing application settings.

Settings	Options
Spotlight Tool	
Border width	Increase or decrease the width of the border around the spotlight area. The range is from 0 to 20 pixels. Default = 15
Border color	Color of the border around the spotlight. Default = blue
Background color	Color of the non-spotlighted area when using the Spotlight. Default = black
Translucent border	☑ Default = Make the spotlight border translucent. ☐ Give the spotlight border a solid color.
Translucent screen	☑ Make the spotlight screen (the darkened area that covers the Flipchart or Desktop window) translucent. ☐ Default = Make the spotlight screen opaque.
Right click captures image	☑ Default = Paste an image of the spotlight area on your current flipchart page, when you right click while the spotlight is activated. ☐ Right click does not capture the spotlight area.
Reveal Tool	
Color	Color of the Revealer blind. Default = black
Animation Speed	Speed with which the hidden object will be revealed when you are using an ActivRemote device. The range is from 1 to 20 seconds. Default = 15

Flipchart

For details of how to access Settings, see Choosing application settings.

Settings	Options
Create desktop flipchart on launch	☑ Create a desktop flipchart when you launch ActivInspire. ☐ Default = Do not create a desktop flipchart on launch.
World color	Background color of the flipchart window, behind the flipchart page. Default = Blue
Default page scale	Default page scale for when you create a new flipchart or open an existing flipchart: • Default = Best Fit • Width Fit • Height Fit • 25% • 50% • 100% • 150% • 200% • 400% • 800% • Original Scale You need to restart ActivInspire to activate this setting after changing it.
Default page size	Default page size for when you create a new flipchart or open an existing flipchart: • Screen Size • Default = 1024 * 768 • 1152 * 864 • 1280 * 1024 • Custom
Default Page color	Only enabled if you set the default background to be a color. Default = white
Show flipchart summary when saving	☑ Open a window to insert information describing the flipchart when saving.

	☐ Default = Close without showing flipchart summary.

Flipchart Objects

For details of how to access Settings, see Choosing application settings.

Settings	Options
High-quality rendering	☑ Default = Improve the resolution of objects. Could make older computers run more slowly. ☐ Draw objects with lower resolution. May make edges look uneven.
High-quality rendering when annotating	☑ Improve the look of all line and shape edges, including freehand annotations. Could make older computers run more slowly. ☐ Default = Draw annotations with lower resolution.
Container center tolerance	If you are using containers with the Match Centers option, you can specify how precisely the centers of objects must line up to be contained. The lower the number of pixels, the greater the accuracy required in lining up the centers of objects. Default = 10
Show pickup handles when dragging objects from Library	☑ Default = Enable the Select Tool and display pickup boxes on items dragged from the Resource Library. ☐ Do not enable the Select Tool.
Show pickup rectangle	☑ Default = Display a rectangle around selected objects. ☐ Do not show a rectangle.
Add Timestamp to all new pages created	☑ Stamp the date and time on all new flipchart pages. ☐ Default = Do not add a timestamp.
Automatic annotation grouping	☑ Group annotations together automatically as one object. ☐ Treat annotations as individual objects.
Resource Library	
Default resource library	Location of the resource library that is displayed in the Resource Browser: • Default = Shared Resources • My Resources • Other
Resource items retain transparency	☑ Default = Transparent objects retain their original transparency when dragged onto a flipchart page from the

	resource library. ☐ Transparent objects do not retain their original transparency.
View Mode	Layout of the contents of the resource library in the Resource Browser: • Default = List • Grid
Thumbnail Size	Size of the thumbnails displayed in the Resource Browser: • Default = Large • Small

Language

For details of how to access Settings, see Choosing application settings.

Setting	Options
Application language	Displays ActivInspire in your computer's default language. You can choose another language from the drop-down menu, if your computer supports more than one locale.

Learner Response System

For details of how to access Settings, see Choosing application settings.

Settings	Options
ExpressPoll	
Question timeout	The time allowed to respond to a question. Setting a default timeout restricts the time available to vote. If you do not set a default timeout, voting will continue until all users have responded, or until you click on Stop Vote. Default = 0
Apply timeout to prepared questions	☑ Apply the above timeout to prepared questions. ☐ Default = Do not apply the timeout.
Append question to current flipchart	☑ Append the question to the end of the current flipchart on a new page. ☐ Default = Do not append the question.
ActiVote	
Allow users to modify their response	☑ Allow users to change their response during the timeout period. When the timeout period has ended, further responses are ignored. ☐ Default = Do not allow users to change their responses.
Answers	
Show results after vote	☑ Default = Display results on the board after the vote has ended. ☐ Do not display results.
Automatic page advance	☑ Turn the page automatically after receiving votes. ☐ Default = Do not turn the page automatically.
Anonymous mode	☑ Display the results of the vote anonymously. ☐ Default = Display the results by device or name.

Multimedia

For details of how to access Settings, see Choosing application settings.

Settings	Options
Show sound controller	☑ Default = Show the Sound Controller when playing a sound file; overrides other dynamic settings. ☐ Hide the Sound Controller during play.
Show controls for flash	☑ Default = Show controls when Flash® files are playing. Overrides dynamic settings. ☐ Do not show controls for flash files.
Show frame capture button	☑ Default = Show Frame Capture button for still images from videos and Flash files. ☐ Does not show Frame Capture button.
Force overlay mode for flash	☑ Lets you annotate over a Flash file. ☐ Default = Does not let you annotate over a Flash file.

Online Settings

For details of how to access Settings, see Choosing application settings.

Settings	Options
Web Links	
Home URL	The website that is displayed when you open your web browser from ActivInspire.
Web update	
URL	The website that ActivInspire contacts when you click Check for Updates on the Dashboard.
Proxy settings	
Proxy server name	Name and HTTP port number of your proxy server. Default HTTP port number = 0 Your system administrator or service provider will supply you with these details.
HTTP port number	
Username	The login name and password required to access your server, not to access the Online Resource Library. Your system administrator or service provider will supply you with these details.
Password	

Profile and Resources

For details of how to access Settings, see Choosing application settings.

ActivInspire stores profiles, templates and other files in the default folders shown in the following table. You can copy or move the files to other folders if you wish and change the appropriate setting so that ActivInspire can access the files in their new location.

When you change the default locations in 'Profile and Resources', you are simply pointing ActivInspire to look for files in a new location. The files themselves do not move. Copy your files to the new location before you change the location in ActivInspire. For information about copying or moving files, see your operating system documentation.

Settings	Default locations
Use default profile path	☑ Default = Access profiles at the location shown below. ☐ Access profiles at another location.
Profile stored in	
Windows	My Resources\My Profiles
Mac	My Resources/My Profiles
Linux	
Use default 'My Resources' path	☑ Default = Access 'My Resources' at the location shown below. ☐ Access 'My Resources' at another location.
My resources files in	
Windows XP	Documents and Settings\username\My Documents\Activ Software\ActivInspire\My Resources
Windows Vista	Users\username\Document\ Activ Software\ActivInspire\My Resources
Mac	/Users/username/Documents/Activ Software/ActivInspire
Linux	/home/username/Documents/Activ Software/ActivInspire
Use default 'Shared Resources' path	☑ Default = Access 'Shared Resources' at the location shown below. ☐ Access 'Shared Resources' at another location.
Shared resources files in	
Windows XP	Documents and Settings\All Users\Documents\Activ Software\ActivInspire
Windows Vista	\Users\Public\Documents\ Activ Software\ActivInspire

Mac	/Users/shared/Promethean/Activ Software/ActivInspire
Linux	/var/Promethean/Inspire/Shared Resources
Use default page template path	☑ Default = Access page templates at the location shown below. ☐ Access page templates at another location.
Page template files in	
Windows	Shared Resources\Activities and templates
Mac	Shared Resources/ Activities and templates
Linux	
Use default question page path	☑ Default = Access question pages at the location shown below. ☐ Browse to access question pages at another location.
Question page files in	
Windows	Shared Resources\FlipchartPages\Activities and templates\Templates (learner response)\
Mac	Shared Resources/FlipchartPages/Templates (learner response)/
Linux	

Spell Checker

For details of how to access Settings, see Choosing application settings.

Settings	Options
Highlight misspelled words	☑ Highlight misspelled words as soon as they have been added to the flipchart. ☐ Default = Do not highlight.
Ignore capitalized words	☑ Ignore words with leading uppercase letters while spell checking. ☐ Default = Do not ignore.
Ignore words in UPPERCASE	☑ Ignore words in uppercase letters while spell checking. ☐ Default = Do not ignore.
Ignore words that contain numbers	☑ Ignore words that contain numbers while spell checking. ☐ Default = Do not ignore.
Ignore words in mixed case	☑ Ignore words that contain both uppercase and lowercase letters while spell checking. ☐ Default = Do not ignore.
Ignore internet addresses	☑ Ignore internet addresses while spell checking. ☐ Default = Do not ignore.
Report repeated words	☑ Default = Be notified of repeated words while spell checking. ☐ Do not report repeated words.
Edit user dictionary	Open the user dictionary for the currently selected language (see below) in a text editor.
Dictionary language	Language to be used for spell checking, select from the drop-down menu. Default = Your computer's operating system language.

User Input

For details of how to access Settings, see Choosing application settings.

Settings	Options
Keyboard	
Use keyboard supplied with operating system	☑ Use the keyboard supplied with your operating system. ☐ Default = Use the Floating Keyboard supplied with ActivInspire.
Use keyboard specified by user	Allows you to select another keyboard.
Automatically show keyboard with text objects	☑ Show the floating keyboard when editing text objects. ☐ Default = Do not show the keyboard.
Automatically show keyboard when saving files	☑ Display the keyboard when saving a flipchart. This is useful when you are working at the board and want to quickly type a filename without returning to your computer. ☐ Default = Do not show the keyboard.
Recognition Tools	
Recognition Timeout (seconds)	Timeout for handwriting and shape recognition. Range = 1 - 5 seconds. Default = 5
Fill recognized shapes	☑ Fill your shapes with color when your they are rrecognized. ☐ Default = Do not fill recognized shapes.
Fill mode	Only enabled if 'Fill recognized shapes' is selected. Select from the drop-down menu: • Same as the outline • Another color (see below)
Another color	Only enabled if 'Another color' is selected above. Click on the box to choose a color.
Handwriting Recognition Language	Language to use for handwriting recognition, select from the drop-down menu. Default = Your computer's operating system language.

Identification properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Name		ActivInspire allocates default names to flipchart objects, for example, Shape1, Shape2. You can select and change the default name.
Keywords		One or more words that identify the object. Two ways to enter keywords: • Click on the Keywords box and begin typing. Separate individual keywords by a space. • Click on the Keywords Editor icon […], click on Add and begin typing. Use the Keywords Editor to add, move and remove keywords. Use keywords with containers. If you set a container so that it can contain an object with a particular keyword, for example, 'animal', any object with the keyword 'animal' can be contained by that container.
Description		Only applies to pages. Allows you to include instructions or comments about a specific page in the description area. This can be used to describe how the page has been set up, for example, if you share pages with fellow teachers and you have created some complex object properties or actions.
Question Tag		A multi-answer question produced by the Question Wizard or ExpressPoll has three types of text objects: • With Question • Option • Label tags The tag numbers let you see the answer / option pairings – this can be useful when you edit and reformat the text, or move answers around. If you nominated a correct answer with the Question Wizard, this information is contained within the 'Label' tag. When the corresponding answer is returned by voters, it is highlighted green in the results display. Nominate a new correct answer by placing it next to the object with the appropriate 'Label' number. You cannot generate a question and start a vote by applying tags to text entered outside of the Question Wizard or ExpressPoll.
	None	Default
	Question	Allocated to your Question text.
	Option 1	Associated with text tagged Label 1 (displayed as answer A or 1).
	Option 2	Associated with text tagged Label 2 (displayed as answer B or 2).

	Option 3	Associated with text tagged Label 3 (displayed as answer C or 3).
	Option 4	Associated with text tagged Label 4 (displayed as answer D or 4).
	Option 5	Associated with text tagged Label 5 (displayed as answer E or 5).
	Option 6	Associated with text tagged Label 6 (displayed as answer F or 6).
	Label 1	Option numbers and labels must match, for answers to be correctly interpreted. If you move any options or labels, make a note of the change.
	Label 2	
	Label 3	
	Label 4	
	Label 5	
	Label 6	

Container properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Can Contain	Nothing	Default No container setting is applied.
	Anything	Any object placed on top is recognized.
	Specific Object	Choose one specific object for the container to recognize.
	Keywords	The container recognizes any resource which has the keywords you specify.
Contain Object		Only enabled if 'Can Contain' is set to 'Specific Object' (see above). Select the object from the 'Select Object' Dialog Box.
Contain Words		Only enabled if 'Can Contain' is set to 'Keywords' (see above). Type the keywords the container can recognize.
Contain Rule		
	Centers Must Match	The content's center must be placed on the container's center for the contents to be recognized. Useful when the 'contents' are bigger than their containers.
	Completely Contained	The contents must fit inside the container.
Reward Sound	False	Default Set to 'True' to play a sound when an object is correctly contained.
Reward Sound Location		Only enabled if 'Reward Sound' is set to 'True' (see above). Opens the 'Select a sound' Dialog Box to let you browse to and select a sound file.
Return if not Contained	False	Default Returns the object to its original position on the flipchart page if set to 'True'.

Restrictors properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Can Block	False	Default
	True	Object can block.
Can Snap	False	Default
	True	Object can snap to.
Snap Point x		Point on the x axis to which the object can snap.
Snap Point y		Point on the y axis to which the object can snap.
Snap To	Center	Default. Object snaps to the center.
	Other Place	Object snaps to another place which you can define.
	Other Object	Object can snap to another object.
	First Text Line	Object can snap to the first line of text.
	Specific Point	Object can snap to a specific point.
	Top Left	Object can snap to the top left.
	Top	Object can snap to the top.
	Top Right	Object can snap to the top right.
	Left	Object can snap to the left.
	Right	Object can snap to the right.
	Bottom Left	Object can snap to the bottom left.
	Bottom	Object can snap to the bottom.
	Bottom Right	Object can snap to the bottom right.
Can Move	Freely	Default. Object can move anywhere on the flipchart page.
	Vertically	Object can only move vertically.
	Horizontally	Object can only move horizontally.

	Along path	Object can only move along the defined path.
	No	Object cannot move.
Move Path		Only enabled if 'Can Move' is set to 'Along path' (see above). Select the path from the 'Select Object' Dialog Box.
Can Size	Freely	Default
	None	Object cannot be resized.

Menus and Popup Menus

This section lists and briefly describes the tools and functions available in each Menu and Popup Menu in ActivInspire:

- Menubar
- Popup Menus
- Marquee and Sizing Handles

ExpressPoll

What?	Ask your students a quick question and display voting results instantly.	
Where?	• Tools > ExpressPoll • Main Toolbox • Desktop Tools	
Shortcut?	F3	
How?	Select a question style and options from the voting 'Wonderwheel'	
What can I customize?	Question timeout	Specifies the time available to respond.
	Apply timeout to prepared questions	Toggle switch.
	Append question to current flipchart	Toggle switch.
Where can I customize it?	Settings > Learner Response System	
More info...	Using Learner Response Systems Settings > Learner Response System Working with actions Actions > Voting Actions	

Important information for users of Activstudio and Activprimary

Summary of differences

ActivInspire has been streamlined to work on Windows™, Mac® and Linux™ computers. Flipcharts produced with Activstudio and Activprimary 3.n should open in ActivInspire, on any of these platforms. Furthermore, ActivInspire is integrated to support devices which previously needed separate software.

However, as a result of the streamlining, some flipchart objects with previously associated actions may lose their action when you open the flipchart in ActivInspire.

If this happens, you can assign another appropriate action or delete the object.

The following sections list the differences between actions in Activstudio and Activprimary 3.n and ActivInspire:

- Not supported
- Superseded
- Supported with differences

Not supported

These actions do not work in ActivInspire:

Export Page	Fraction Creator	Powerpoint Convertor	Link Library
Power Tools	Export to ppt	Export to ppt obj	Export to doc
Export to pdf	Export to html	Export to swf	Export Results to Text
Export Wizard	Activity Wizard	Activcataloger	Annotation Upgrader
Open My Notes and Pointers	Open Shared Notes and Pointers	Open Other Notes and Pointers	Export to QuickTime (Mac)
Export to picture slides (Mac)	Export to Applescript (Mac)	Activmarker	Clipboard Tickertape
Open My Tickertapes	Open Shared Tickertapes	Open Other Tickertapes	Resource Library Small Thumbnails
Resource Library Large Thumbnails	Page Select Small	Page Select Medium	Page Select Large

Superseded

These actions do not work in ActivInspire, because they have been superseded by other actions. We recommend that you read the notes and save your flipcharts to the new .flipchart format with File > Save as... Then consider mapping other actions and try them out, before you use the flipcharts in the classroom. See the Notes column for suggestions.

Action	Notes

Recognition Toolbox	Choose between Handwriting Recognition and Shape Recognition
Flipchart Recorder	Consider using the Screen Recorder
Update Thumbnails	Thumbnails are automatically updated in the Browser
Embed File Actions	Choose between Insert Link to File and Insert Media from File
Resource Manager	In ActivInspire, you manage resources with the Resource Browser
Keyword Editor	In ActivInspire, you access the Keywords Editor from the Property Browser
Flipchart Builder	In ActivInspire, you build flipcharts with the Page Browser and Resource Browser
Launch/Quit Application (Mac)	Consider using Insert Link to File. You can launch an application, but you cannot quit.

Supported with differences

These actions work, but they may behave differently in ActivInspire. We recommend that you read the notes, save your flipcharts to the new .flipchart format, then try the actions out before you use them in the classroom. See the Notes column for a brief description of the differences.

Activstudio & Activprimary Action	ActivInspire Action	Notes
Deconstruct Text	Extract Text	New name, same functionality.
Start/Stop ActiVote	Start Flipchart Vote	Enables Start Flipchart Vote if there is a question on the current flipchart page.
ActiVote Results	Voting Browser	Shows voting results in the Voting Browser
ActiVote Session	Voting Browser	Opens the Voting Browser and displays information about the current session.
Various Show Clock actions	Clock	Displays the Clock according to the settings in the 'Edit Profiles Settings' Tab.
ActiVote Question Settings	Question on Current Page	Launches the Insert Question Wizard. When you complete the wizard, the question is displayed on the current page.
Recorder Menu	Screen Recorder	Displays the Screen Recorder
Area Screen Recorder		There is no Area Screen Recorder in ActivInspire.
Straight Line Horizontal Line Vertical Line	Shape	Enables the Shape Tool.

Square Tool Circle Tool Semi Arc Rectangle Ellipse Corner Arc Callout Arrow Point to Point		
Slate Control Device Register ActiVote Users	Device Registration	Starts Device Registration
Individual Resource Folder Actions	Resource Library	Opens Shared Resources.
Question Master	Question Wizard	Launches the Insert Question Wizard. When you complete the wizard, the question is displayed on the current page.
Cut Page	Cut Page	Cuts, copies or pastes the designated target object. If there is no designated target object, applies the action to the currently selected object. If no object is selected, applies the action to the action object itself.
Copy Annotation	Copy	
Paste Annotation	Paste	
Show Page Selector	Page Browser	Opens the Page Browser
Edit Text	Text	Starts the Text tool.
Set Grid (Mac)	Grid Designer	Opens the Grid Designer
Set Page rColor (Mac)	Set Background	Opens the 'Set Background' Dialog Box, where you can set a background color or image.
Slate XR (Mac) Slate IR (Mac)	Device Registration	Starts Device Registration
Print to pdf (Mac)	Print Dialogue Box	Opens the 'Print' Dialog Box, where you can select options to print to PDF

Back to top

In ActivInspire, all the following actions open the 'Edit Profiles' Dialog Box. See the Notes column for details of what to do next.

Activstudio & Activprimary Action	Notes

Vote Settings	Click on the 'Settings' Tab and select Learner Response Systems.
Toolstore	Click on the 'Commands' Tab and add or remove tools to/from the Main Toolbox or Marquee Handles
Open Toolbox Layout	Click on the 'Layout' Tab.
Small Toolbox Medium Toolbox Large Toolbox Vertical Orientation Right Orientation Left Orientation 8, 16, 24 Toolbox Colors	Click on the 'Layout' Tab and select the desired layout.
Dock Resource Library Left Dock Resource Library Right Dock Resource Library Bottom Left Dock Resource Library Bottom Right	In ActivInspire Studio, the Resource Library opens in the Resource Browser. Click on the 'Layout' Tab and select the desired Browser behavior.
Save Toolbox Layout	Click on the 'Layout' Tab. Save the layout to the default profile, or to another profile.
Clock Settings	Click on the 'Settings' Tab, then click on Clock Settings.

Back to top

Appearance properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Layer	Top Middle Bottom Background	Default Specify on which layer the object is placed.
Depth	not applicable	Read only indicator. Shows the position of the object in the stacking order. Grids and objects, if placed in front, have a higher number in the stacking order.
Translucency		This value can range from fully translucent (visible) to no translucency (solid). Use the slider to change the translucency.
Visible	True False	Default Set to 'False' to make the object invisible.
Ink Type	Pen Highlighter Magic Ink	Default Annotations can be one of three types: • Pen annotations are solid. • Highlighter annotations are partially translucent. • Magic Ink annotations allow you to see through objects on the top layer.

Outline properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Style	Solid None Dashed Dot Dash-Dot Dash-Dot-Dot	Outline style Default
Color	Black	Outline color Default
Width	4	Outline width in pixels. Range = Finest possible, 1 - 100. Default
Cap Style	Round Flat Square	Applies caps of the selected type to the beginnings and ends of annotations or lines, when 'Style' is set to one of the dashed options. Default
Join Style	Round Mitre Bevel	Applies to the outside corners of shape objects. Default

Fill properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Style	None	Default Set to another option to apply the style of your choice.
	Solid	Apply a solid fill effect.
	Dense1 Dense2 Dense3 Dense4 Dense5 Dense6 Dense7	Select from matrix patterns of different densities.
	Horizontal Vertical Cross Backward Diagonal Forward Diagonal Cross Diagonal	Select from a range of hatched fill patterns.
	Gradient	Select to enable a two-rcolor graduated fill.
Gradient	None Vertical Horizontal Diagonal1 Diagonal2 Radial	Default Set to another option to apply the graduated coloring of your choice.
Color	Black	Default Set to another rcolor to apply the shading of your choice. Only enabled when the fill 'Style' is set to 'Gradient' (see above).
Color 2	Black	

Background properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
rColor	Black	Default Set to another rcolor to change the background.
Mode	Transparent Opaque	Default Set to 'Opaque' to make the background rcolor appear solid.

Position properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Left		Distance of object to left margin in pixels. Accurate to three decimal points.
Top		Distance of object to top margin in pixels. Accurate to three decimal points.
Width		Width of object in pixels. Accurate to three decimal points.
Height		Height of object in pixels. Accurate to three decimal points.
Scale Factor x	1	Default Change the number to scale the object by the new factor along the x axis. For example, set the scale factor to 2 to double the size.
Scale Factor y	1	Default Change the number to scale the object by the new factor along the y axis.
Inverted	False	Default Change to 'True' to flip the object by 180 degrees along the vertical.
Angle	0	Default Change this to any value between 1 and 360 to pivot the object by the specified number of degrees around the top right Marquee Handle.
Reflected	False	Default Change to 'True' to flip the object by 180 degrees along the horizontal
Locked	False	Default Change to 'True' to lock the object in place, so that it cannot be selected and moved, except with the Freely Move Object Handle. To unlock it again, set back to' False', or double-click the lock icon on the Object Browser.

Label properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Caption		Lets you add a one-line caption to an object.
Font Name	Arial	Default Click the drop-down box to change the font.
Font Size	12	Default Click the up or down arrow to increase or decrease the font size, or select the size digits and type in the new size.
Font Color	Black	Default Click on the color box to select another font color.
Outline Style	None	Default Click the drop-down arrow to select an outline style for your label.
	Solid	
	Dashed	
	Dot	
	Dash-Dot	
	Dash-Dot-Dot	
Background Mode	Opaque	Default
	Transparent	Select to make the label background transparent.
Background Color		Click the box to select a background color.
Behavior	Always On	Default
	Tooltip	Select to make the label visible only when the cursor moves across the object.

Rotate properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Can Rotate	Freely	Default Object can rotate without any restrictions
	Clockwise	Object can only rotate in a clockwise direction.
	Anticlockwise	Object can only rotate in an anticlockwise direction.
	No	Object cannot rotate.
Rotate Step		Object rotates a step at a time.
Rotate About	Center	Default Object can only rotate around its own center.
	Other Place	Object can rotate around another place which you can define.
	Other Object	Object can rotate around another object.
	First Text Line	Object can rotate around the first line of text.
	Specific Point	Object can rotate around a specific point.
	Top Left	Object can rotate around the top left.
	Top	Object can rotate around the top.
	Top Right	Object can rotate around the top right.
	Left	Object can rotate around the left.
	Right	Object can rotate around the right.
	Bottom Left	Object can rotate around the bottom left.
Rotate Object		Only enabled if 'Rotate About' is set to 'Other Object' (see above). Select the object from the 'Select Object' Dialog Box.
Rotate Point x		Object can rotate around the x coordinate.
Rotate Point y		Object can rotate around the y coordinate.

Multimedia properties

For details of how to change properties, see Changing object properties.

Multimedia properties are dependent on the type of file, operating system and multimedia player.

Property	Option	Description
Force Overlay (swf and flv objects only)	False	Multimedia object is not forced on top of annotations.
	True	Multimedia object is forced on top of annotations.
Autoplay	False	Playback starts automatically when page is displayed
	True	Playback does not start automatically when page is displayed.
Loop	False	Single autoplay or controlled playback of multimedia file.
	True	Playback is repeated until stopped.
Hide Controls	False	Controller is displayed.
	True	Controller is hidden.
Force Aspect	False	Resizing will keep the aspect ratio.
	True	Resizing distortions are possible.
Transparent Background (swf objects only)	False	When embedded objects are not set to forced overlay, they will be transparent.
	True	When embedded objects are not set to 'Force Overlay', they will be transparent.

Page properties

For details of how to change properties, see Changing object properties.

Property	Options	Description
Width		Page width in pixels.
Height		Page height in pixels.
Frames Across		Default = 0 Allows you divide the page into frames and specify the number of horizontal frames.
Frames Down		Default = 0 Allows you divide the page into frames and specify the number of vertical frames.
Background	Fill	Default = White
	Image	Allows you to use an image, Desktop Snapshot or Desktop Overlay as the background of your flipchart page.
	Desktop Snapshot	
	Desktop Overlay	

Tools properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Page Tools	As before	Default for all pages. Maintains the current state of the Spotlight or Revealer when you go to the selected page. For example, if the Revealer is switched on for page 1 of your flipchart, it will automatically be switched on when you turn to page 2, if page 2 contains the 'As before' tool state. However, if the Revealer is switched off on page 1, it will also be switched off on page 2.
	Revealer Tool	Switches the Revealer or Spotlight on when you go to this page.
	Spotlight Tool	
	Tools off	Switches the Revealer or Spotlight off when you go to this page.
Revealer Mode	Full	Allows you to reveal the page by moving the cursor inward from any side of the page.
	Top	Allows you to reveal the page by moving the cursor inward from either the top, bottom, left or right of the page.
	Bottom	
	Left	
	Right	
Spotlight Mode	Circular Spotlight	Provides a movable, sizable circular/oval or square/rectangular spotlight through a full page masking layer.
	Square Spotlight	
	Solid Circular Spotlight	Provides a movable, sizable circular/oval or square/rectangular mask.
	Solid Square Spotlight	

Revealer properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Mode	Off	Default. Switches the Revealer off.
	Top	Switches the Revealer on and lets you reveal the display from the top, bottom, left or right; or sets the Revealer to 'Full', so that you can reveal the flipchart page from any side.
	Bottom	
	Left	
	Right	
	Full	
Distance	0	Default. Only enabled if 'Mode' is set to something other than 'Off'. Sets the starting distance in pixels of the Revealer from the top, bottom, left or right edge of the flipchart edge.

Spotlight properties

For details of how to change properties, see Changing object properties.

Property	Options	Description
Mode	Off	Switches the Spotlight off.
	Circular Spotlight	Hides the screen, but for a circular or square spotlight.
	Square Spotlight	
	Solid Circular Spotlight	All the screen is visible, except for a solid circle or solid square.
	Solid Square Spotlight	
Left		Aligns the Spotlight at the specified number of pixels distance from the left or top of the display.
Top		
Width		Sets the width or height of the Spotlight.
Height		

Grid properties

For details of how to change properties, see Changing object properties.

Property	Option	Description
Visible	False	Default: False Hides the grid.
	True	Shows grid.
Thumbnail Scale		Defines the scale at which the thumbnail representation of the grid will be drawn in the Resource Library, when browsing for resources.
Default Scale		Defines a scale factor which is applied to the grid's defined start and step values. For example, if the grid has an X Step of 50 pixels and a Default Scale property of 2.0, the grid will be drawn every 100 pixels across the display.
Scale Step		Defines the amount by which the Grid Default Scale will alter each time you click on the + or - buttons to enlarge or reduce the grid on the page. The value is added or subtracted from the Default Scale depending on the button clicked.
Allow Snap	False	Default: False. Enables or disables Snap to Grid.
	True	
On Top	False	Default: False Places grid in front of or behind objects.
	True	
Grid Designer		Opens the Grid Designer.

Marquee and Sizing Handles

By default, the following handles are available when an object is selected:

Marquee Handle	Studio	Primary	Description	More info...
Freely Move Object			Lets you drag the object anywhere on the page or into the Trashcan, even if the object is locked.	First steps with ActivInspire > Adding and manipulating shapes
Rotate Object			Lets you rotate the object.	
Object Edit Menu			Opens the Object Edit Menu.	Reference > Menus and Popup Menus > Popup Menus
Translucency Slider			Lets you increase or decrease the object's translucency.	
Toggle Grouped			Toggle switch. Groups selected objects so that you can work on them as a single object.	A tour of ActivInspire > Exploring ActivInspire Studio > ActivInspire's Browsers > Object Browser A tour of ActivInspire > Exploring ActivInspire Primary > ActivInspire's Browsers > Object Browser
Bring Forward			Brings the object forwards or sends it backwards by one position within the stack.	More about ActivInspire > Working with objects > Using layers and stacking
Send Backward				
Duplicate			Duplicates or the currently selected object.	First steps with ActivInspire > Copying, pasting and duplicating objects
Increase Object Size			Increases or decreases the size of the object in increments according to the Scale Factor set in the Object Browser. The default factor is 1.	
Decrease Object Size				
Edit Shape Points			Activates an object's shape points so that you can drag them to change the shape of the object.	First steps with ActivInspire > Adding and manipulating shapes

Sizing Handle				
Size Object			Click and drag to extend and distort the object	First steps with ActivInspire > Adding and manipulating shapes
Size Object (Maintain Aspect)			Click and drag to extend the object proportionately.	

For details of how to add or remove Marquee Handles, see Choosing your tools.

Grid Designer

What?	Designing your own custom, grids, or adapt grids in the Resource Library.
Where?	Page Browser Popup Menu
Shortcut?	CTRL+Shift+G (WindowsTM & LinuxTM) Cmd+Shift+G (Mac®)
How?	The Grid Designer gives you many options. Amongst other things, it lets you select grid colors and line styles, stack several levels of grid on top of each other, show or hide the grid, allow or disallow snap, so that objects align themselves automatically with the grid, show it on top of or behind objects, set X and Y origins and direction, as well as the size of X and Y steps.
Where can I customize it?	'Grid Designer' Dialog Box
More info...	More about ActivInspire > Working with objects > Creating and editing grids Working with actions Reference > Actions > Command Actions

Copying, pasting and duplicating objects

You can save a lot of time by re-using objects.

Here we show you how to:

- Copy and duplicate objects
- Cut and paste objects

Copy and duplicate objects

Copying and duplicating an object sounds similar, but is not quite the same.

Copy and paste an object

When you copy an object, ActivInspire stores it in the Paste buffer, until you decide where you want to put it.

Here are two ways to copy an object.

With the object selected:

- From the Edit Menu, select Copy.
- Click on the Object Edit Menu and select Copy.

Here are three ways to paste an object.

Navigate to where you want to put the copy of the object. This can be on the same page, another page, or even another open flipchart:

- Click where you want to insert the object and from the Edit Menu select Paste.
- Right-click where you want to insert the object and from the Popup Menu select Paste.

To stack one object on top of another:

1. Select the other object.
2. Click on the Object Edit Menu and select Paste. The copied object is stacked on top of the selected object. Both objects are on the same layer.

Duplicate an object

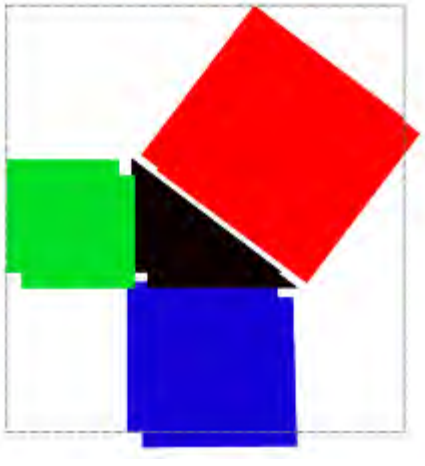
When you duplicate an object, ActivInspire places the duplicate so that it partly overlaps the original object.

Here are three ways to duplicate an object.

With the object selected:

- Click on the Duplicate Marquee Handle.
- From the Edit Menu, select Duplicate.

  In the example on the right, note that the second object overlaps the first one.



Alternatively...

You can duplicate the whole page, then delete any unwanted objects from the copy:

Right-click anywhere on the page and from the Popup Menu, select Duplicate. ActivInspire inserts a duplicate of the current page after the current page.

Back to top

Cut and paste objects

Cutting and pasting an object means removing it and inserting it elsewhere.

Here are two ways to cut and paste an object.

With the object selected:

- From the Object Edit Menu, select Cut.
- From the File Menu, select Cut.

To paste the object:

- From the Object Edit Menu, select Paste.
- From the File Menu, select Paste.

Back to top

Inserting pages

Here we show you how to insert different kinds of pages into your flipchart:

- Insert a blank page
- Insert a snapshot of your desktop

Insert a blank page

1. In the Page Browser, click on the thumbnail of the page before or after which you want to insert a blank page.
2. From the Insert Menu, select Page > Blank Page After Current, or Blank Page Before Current.

   Or
   From the Page Browser's Popup Menu, select Insert Page > Blank Page After Current, or Blank Page Before Current.

   A blank page is inserted.

Insert a snapshot of your desktop

1. In the Page Browser, click on the thumbnail of the page after which you want to insert a snapshot.
2. From the Insert Menu, select Page > Desktop Snapshot. The 'Insert Page' Popup Box opens.
3. Click on the Camera A snapshot of your computer's desktop appears in a new page after the current one.

Inserting resources

You can add your own resources, use those provided with ActivInspire, or use resource packs that have been imported into the Resource Library. Use resources as the building blocks for your lessons.

Here we show you how to find a resource and add it to a flipchart. Then we show you how to add a resource to the Resource Library. Finally, we also show you how to add your own resources to the Resource Library.

First find the resource (ActivInspire Studio)

1. Click on the Resource Browser The Shared Resources folder opens in the Browser. This folder contains resources to share with your colleagues. The Browser also contains buttons to open other folders:

- My Resources opens your personal resources folder.
- Other Resource Folder displays some of your frequently used folders.
- Browse to locate another folder opens a dialogue box to allow you to look for files elsewhere on your computer, or to create another folder.
- Search Resources on Promethean Planet opens the Resources page of Promethean Planet in your web browser.

2. In the Browser, explore the categories in Shared Resources until you find the one you are looking for, and click on it. The top half of the Browser now shows the subfolders in that category.
3. Browse to and click on the folder that contains the type of resource you want to insert, for example, maths > tangrams in the Shared Annotations folder. The bottom half of the Browser shows thumbnails of the resources in this folder.
4. Use the slider to see all the resources in this subfolder.

Back to top

First find the resource (ActivInspire Primary)

1. In the Main Toolbox, click on the Resource Browser The Resource Browser opens like a film strip along the bottom edge of the ActivInspire window. In the example on the right, you can see four resources. The one with the musical note icon includes a sound action.

2. Click on Resource Locations The Shared Resources folder opens in a popup

Here we briefly describe the parts of the Resource Browser in the picture above.

1 Resources

window This folder contains resources to share with your colleagues. The window also contains buttons to open other folders:

- My Resources opens your personal resources folder.
- Other Resource Folder displays some of your frequently used folders.
- Browse to locate another folder opens a dialog box to allow you to look for files elsewhere on your computer, or to create another folder.
- Search Resources on Promethean Planet opens the Resources page of Promethean Planet in your web browser.

2 Forward and Backward buttons let you scroll through the resources.

3 The Tool Pod contains the following tools:

Resource Locations

Rubberstamp On/Off

Toggle Transparency

3. In the popup window, explore the categories in Shared Resources, until you find the one you are looking for and click on it. The pop-up window now shows the subfolders in that category.
4. Browse to and click on the folder that contains the type of resource you want to insert, for example, maths > tangrams in the Shared Annotations folder. The film strip shows thumbnails of the resources in this folder.
5. Use the Backward and Forward buttons on the film reel to see all the resources in this subfolder.

Back to top

Insert a resource into the flipchart

Here are several quick ways to insert a resource:

- Click on the thumbnail of the resource in the Browser and drag and drop it onto the flipchart page.
- Right-click on the thumbnail and select Insert Resource into Flipchart from the Popup Menu.
- Click on the Popup Menu and select Insert Resource into Flipchart.

Once you have inserted a resource, you can manipulate it like other objects to suit your needs.

Back to top

Insert a resource into the Resource Library

You can also add your own resources to the Resource Library from a flipchart page. For example, if you want to file and reuse some images, action objects or containers.

To add a resource to an existing folder in the Resource Library:

1. Open the folder in the Resource Browser.
2. Click and drag the object into the folder in which you want to insert it, then release it. The newly-added resource now appears in the items section of the Browser. It has the default name of *'ResourceN'* where *'Resource'* identifies the type of resource, for example, Image, and *'N'* is a number.

To rename the resource:

1. Select the resource in the Resource Browser.
2. Select Rename Resource File from the Popup Menu. The 'Rename Resource File' Dialog Box opens.
3. Enter a name and click on OK.

To create a new folder, then add the resource to it:

1. In the Resource Browser, browse to and select the folder where you want to create a new folder.
2. Click on the Resource Browser Folders Menu and select Create New Folder. The 'Create New Folder' Dialog Box opens.
3. Enter a folder name and click on OK.
4. In the Resource Browser, browse to the new folder, then drag and drop the resource as described above.

Using grids

Here we introduce grids and show you how to use them:

- About grids
- When to use grids
- Insert a grid from the Resource Library
- Snap to grid
- Show or hide grids

About grids

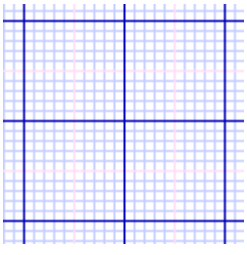
A grid is one of the components which can make up the background layer of a flipchart. When you apply a grid to a page, you can still change the color of the background and apply a background image to the page. Any objects, such as annotations and images, are placed on top of the grid because they exist on a different layer. However, you can move the grid so that it displays on top of all other objects.

When to use grids

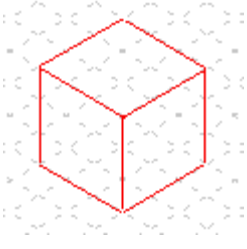
You can use grids in a wide range of activities, here are some ideas:

Position objects accurately when designing a presentation and ensure objects are lined up in the correct place during drag and drop activities.

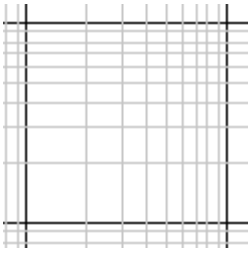
Create your own graph paper, which you can use to represent numerical data in a visual form.



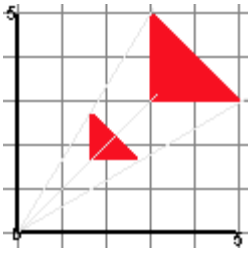
Create guidelines to assist with drawing three-dimensional objects.



Create specialized paper to represent complex mathematical functions.



Add scale to your demonstrations, such as object transformations.



Back to top

Insert a grid from the Resource Library

The Resource Library contains a number of sample grids, which are ready for you to use.

Here we show you how to insert one of these grids into a flipchart:

1. Navigate to the page where you want to insert a grid.
2. Click on the Resource Browser
3. In the Shared Resources folder, click on Grids.
4. Select the category of your choice, for example, Graph Paper > Green. The thumbnails in the Browser show the available grids.
5. Here are three quick ways to add the grid to the page. Click on the thumbnail of your chosen grid, then:
    - Drag and drop the grid onto the page.
    - From the Popup Menu, select Insert into Flipchart.
    - Right-click on the thumbnail and select Insert into Flipchart.

Snap to Grid

Use Snap to Grid so that items on the flipchart automatically line up with a grid on the page when you move them.

Make items line up with a grid

1. Drag a grid onto the page from the Resource Library.
2. Right-click on the page and select Snap to Grid.
3. Move or create an object, note how it lines up with the grid.

Switch off Snap to Grid

Snap to Grid remains active until you deselect Snap to Grid, or until you delete the grid.

When Snap to Grid is enabled, you may find that objects continue not to snap to the grid. This may be because the Grid has not been designed to allow snapping to take place.

For details, see Reference > Tools > Grid Designer.

Back to top

Show or hide grids

Grids are useful when you are constructing a flipchart, or when you want to align or measure objects precisely. You may want to show or hide a grid when you are presenting at the board. You can still use the snap to grid feature without showing the grid itself.

We assume that you have already added a grid to the page.

Here we show you two ways to show and hide grids.

Property Browser

1. Click on the page to select it.
2. Open the Property Browser
3. Scroll down to Grid. Set Visible to True to show the grid, or to False to hide it.

Right-click

1. Right-click on the page.
2. Select Hide Grid. This is a toggle switch, you can use it to show or hide the grid.

Back to top

For details of how to create your own grids with the Grid Designer , see Creating and editing grids.

Creating objects

Here we show you how to:

- Create a shape
- Change its color

Create a shape

1. Click on Shape The cursor changes to give you a preview of the default shape , a straight line. The Shapes Menu opens:
    - In ActivInspire Studio, it opens vertically on the right of the ActivInspire window by default.
    - In ActivInspire Primary, it opens in a horizontal film strip along the bottom edge of the ActivInspire window. Click on the buttons on the film reel to reveal more shapes.

2. Click on another shape, for example, the triangle. Note that the cursor changes to a triangle .
3. Position the cursor where you want to start drawing the triangle, then click and drag until you are satisfied with the shape.

Change its color

Here are two ways to change the color of a shape:

Change the outline color

1. Click on Fill
2. Select a colour from the Color Palette.
    - In ActivInspire Studio, this is in the Main Toolbox.
    - In ActivInspire Primary, this is in a pod at the bottom of the ActivInspire window.
3. Position the cursor over the outline of the shape and click. The outline color changes to the one you chose.

If you click near, but not on the outline, the whole page will be filled with the color you selected. Just click on Undo and try again.

Change the fill color

New shapes are filled by default. Changing the fill color is even easier than changing the outline color:

1. Click on Fill
2. Select a color from the Color Palette.
3. Position the cursor over the centre of the shape and click. The shape fills with the color you chose.

Back to top

Easy teacher tricks

ActivInspire helps you include images, color and interactivity in your lessons. Here are some ideas on how to make the most of the software:

1. Use color and fonts

Interactive whiteboards give you the opportunity to use many colors in your classes. It's easy to get into the habit of using only one or two fonts. Explore the full range of fonts available, but remember to choose strong colors that work well on the board, keep your layout uncluttered, so that the aims and objectives of the lesson don't get lost in the detail.

2. Raid the Resource Library

In the Resource Library you'll find a wide range of images, backgrounds and other resources.

3. Use many pages

Spread exercises over a number of pages to help you control the pace of lessons.

4. Re-save your flipcharts

When you teach with your flipcharts you will customize them for each class. Re-save the flipchart with a different name when you have finished teaching the lesson and distribute the flipchart to your students.

5. Print your flipcharts

Use the pages as handouts.

6. Explore the presentation tools

Take advantage of ActivInspire's presentation features to make lessons more creative and engaging. What do the Revealer the Spotlight the Tickertape and Magic Ink do?

7. Get your students involved

Encourage students to do presentations at the board; let them create their own pages; let them take control of tools; let them work together in Dual User mode; ask them ad-hoc questions to stimulate discussion.

8. Share your flipcharts

And make sure your colleagues share their flipcharts with you!

9. Incorporate your current resources into the flipchart

If you already use CD-ROMs, DVDs and USB storage devices, use them with your flipcharts. Use scanners to copy handouts you've already created – but remember to take advantage of ActivInspire's opportunities for interactivity.

10. Keep the focus on what is being learned

ActivInspire offers excellent opportunities for flexible teaching, making it look like you're being spontaneous whilst sticking strictly to the lesson plan laid down in the flipchart.

Back to top

Popup Menus

Popup Menus are context specific, for example, the Object Edit Menu is only available when you are working with objects.

You can display Popup Menus by clicking on this icon , or by right-clicking on a flipchart page or object.

For full details of the tools provided in ActivInspire, see Reference > Tools.

Here we give you an overview of the tools and functions available in the Popup Menus in ActivInspire:

- Object Edit Menu
- Page Menu
- Resource Browser Folders Menu
- Resource Browser Items Menu

Object Edit Menu

When you have selected an object, you can also display the Object Edit Menu from this Marquee Handle

You can access the following functions from the Object Edit Menu:

Tool	Studio	Primary	Description	More info...
Property Browser			Opens the Property Browser.	A tour of ActivInspire > Exploring ActivInspire Studio > ActivInspire's Browsers > Property Browser A tour of ActivInspire > Exploring ActivInspire Primary > ActivInspire's Browsers > Property Browser
Action Browser			Opens the Action Browser.	A tour of ActivInspire > Exploring ActivInspire Studio > ActivInspire's Browsers > Action Browser A tour of ActivInspire > Exploring ActivInspire Primary > ActivInspire's Browsers > Action Browser
Edit Shape Points			Activates an object's shape points so that you can drag them to change the shape of the object.	First steps with ActivInspire > Adding and manipulating shapes
Insert link to file...			Opens the Insert Link to File Dialog Box.	More about ActivInspire > Working with objects > Adding and removing links
Cut				First steps with ActivInspire > Copying, pasting and duplicating objects
Copy				First steps with ActivInspire >

			Cuts, copies, pastes, duplicates or deletes the selected object.	Deleting stuff
Paste				
Delete				
Transform			Displays tools for changing the position, size and alignment of the selected object.	More about ActivInspire > Working with objects > Transforming objects Reference > Menus and Popup Menus > Menubar > Edit
Reorder			Displays tools for moving selected objects to a different place in the stacking order, or to another layer	
Toggle Locked			Toggle switch. Locks or unlocks selected object(s) so that they can or cannot be moved or grouped with other objects.	A tour of ActivInspire > Exploring ActivInspire Studio > ActivInspire's Browsers > Object Browser A tour of ActivInspire > Exploring ActivInspire Primary > ActivInspire's Browsers > Object Browser
Toggle Grouped			Toggle switch. Groups selected objects so that you can work on them as a single object.	
Toggle Hidden			Toggle switch. Shows or hides the selected object(s).	
Toggle Drag a Copy			Toggle switch. Enables or disables the ability to click on an object and create another copy by dragging it away from the original.	

Back to top

Page Menu

This menu is available from the Page Browser and by right-clicking on a flipchart page.

Tool	Description	More info...
Insert Page		Reference > Menubar > Insert First steps with ActivInspire > Inserting pages
Blank Page Before Current	Inserts a blank page before or after the current one.	
Blank Page After Current		
Desktop Snapshot	Minimizes ActivInspire and opens the 'Insert Page' Popup Box with the Camera set to 'Take a Snapshot'.	More about ActivInspire > Working at the board > Using the Camera Reference > Tools > Camera

More Page Templates	Opens a 'User Selected' folder. Has the same effect as clicking on the Other Resource Folder icon in the Resource Browser.	More about ActivInspire > Working with resources > Adding resources to a flipchart
Insert Question	Launches the 'Insert Question' Wizard.	Using Learner Response Systems > Prepared questions - Using the Question Wizard
Export Page	Opens the 'Export Page' Dialog Box.	More about ActivInspire > Importing and exporting files
Set Background	Opens the 'Set Background' Dialog Box. Select from: • Fill • Image • Desktop Snapshot • Desktop Overlay	
Grid Designer	Opens the Grid Designer.	More about ActivInspire > Working with objects > Creating and editing grids
Hide Grid	Hides the grid.	
Snap to Grid	Makes moving objects snap to the grid.	
Add to Resource Library Add Page Add Background Add Grid	Adds the selected item to the 'My Resources' folder.	More about ActivInspire > Working with resources
Cut	Cuts, copies, pastes, duplicates or deletes the current flipchart page.	
Copy		
Paste		
Duplicate		
Delete		

Back to top

Resource Browser Folders Menu

This menu is available in the Folders section of the Resource Browser.

Tool	Description	More info...
Export to Resource Pack...	Opens the 'Save as...' Dialog Box.	More about ActivInspire > Working with

Import Resource Pack Here...	Only available for top-level folder in 'My Resources' and 'Shared Resources'.	resources > Importing and exporting resource packs
Rename Folder	Only available for lower-level folders in 'My Resources', 'Shared Resources' and 'User Selected' folders. Opens a dialog box to let you rename, delete or create a folder.	
Delete Folder		
Create New Folder		

Resource Browser Items Menu

This menu is available in the Resources section of the Resource Browser.

Tool	Description	More info...
View Mode View as list View as grid	Displays resources in the folder as a list or grid.	A tour of ActivInspire > Exploring ActivInspire Studio > ActivInspire's Browsers > Resource Browser A tour of ActivInspire > Exploring ActivInspire Primary >ActivInspire's Browsers > Resource Browser
Thumbnail Size Small Large	Displays small or large thumbnails of resources.	
Insert into Flipchart	Inserts selected resource into the current flipchart page.	First steps with ActivInspire > Inserting resources More about ActivInspire > Working with resources > Adding resources to a flipchart
Rename Resource File	Opens the 'Rename Resource File' Dialog Box. Lets you enter a new filename and save the resource.	
Delete from Library	Deletes the selected resource from the Resource Library.	

Back to top